

Table of Contents

1	Introduction	7
2	Purpose	8
3	Scope	8
4	Benefits	9
5	Structure of this Guidance	10
6	Key Concepts	12
6.1	Definitions	12
6.2	Types of Equipment and Systems and their GAMP Categories	14
6.3	The Importance of Good Specifications	15
6.4	Manufacturing Parameters and Data	16
7	The Life Cycle of Process Control Systems	16
8	Supplier Audit	18
9	Validation Planning and Reporting	19
9.1	Validation Planning	19
9.1.1	Quality Planning	19
9.2	Validation Report	19
10	Risk Assessment	19
10.1	Initial Risk Assessment	20
10.1.1	Identify Systems	21
10.1.2	Questions for System Impact Assessment	21
10.2	Component Criticality Process	21
10.2.1	Component Criticality versus System Impact	22
10.2.2	Example of Documenting the Impact Assessment	22
10.2.3	Timing and Schedule	23
10.2.4	Who Should Perform the Assessment?	23
10.3	Software Criticality Assessment	23
10.3.1	Responsibilities for the Critical Assessment Process	24
10.3.2	Prerequisites	24
10.3.3	Assessment Parameters	24
10.3.4	Software Evaluation	24
10.3.5	Summary	24

11	System Specification, Design, Development and Review	25
11.1	Specification and Design	25
11.1.1	User Requirements Specification	25
11.1.2	Functional Specification	27
11.1.3	Detailed Design Documentation	27
11.1.4	Structured Design	28
11.2	Design Review	31
11.3	Development	31
11.3.1	Software Development	31
11.3.2	Software Review	31
11.4	System Build	32
12	Factory Acceptance Tests	32
13	Site Acceptance Tests	33
14	Installation Qualification	34
15	Operational Qualification	34
16	Performance Qualification	35
17	Maintaining the Validated State	35
18	Calibration	36
19	Change Management	37
19.1	Change Management System	37
19.2	Quality Management System	37
20	Review of Existing Systems	37
20.1	Systems List	38
20.2	Assessment of GxP Criticality	38
20.3	Definition of Priorities	38
20.4	Assessment of Validation Status	39
21	Retirement	41
22	Glossary	42
22.1	Acronyms	42
22.2	Definitions	43