***TITLE: FDA Audits***

***SOP*** RM XX.XX

***Author(s):***

***Developed by Date***

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***Approval:***

***Approved by Date***

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***Annual review of current version Review date Comment***

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1. **SCOPE/PURPOSE**

The purpose of this SOP is to describe the process for FDA audits. The IND regulations establish authorization for FDA auditors to visit study sites and inspect study records. The Public Health Service has regulatory authority in cases where scientific misconduct is suspected.

1. **ALLOWABLE EXCEPTIONS**

This SOP is to be followed without deviation.

**III. RELEVANT REGULATIONS/GCPS**

• 21 CFR 50

• Guidelines for Investigators (UAB IRB)

• FDA (Food and Drug Administration) Requirements

**IV. DEFINITIONS/ACRONYMS**

FDA—Food and Drug Administration

**V. RESPONSIBLE PERSONNEL**

This SOP applies to the following – Study Investigators, Study Coordinators, Regulatory Affairs, and Sponsors.

**VI. DETAILS**

1. **Reasons for FDA audits** 
   1. Ensure adherence to protocol guidelines and regulatory requirements
   2. Check integrity of scientific testing and study conduct
   3. Check validity of data
   4. Ensure rights and safety of subjects

1. **Types of FDA audits**
   1. Routine inspections/surveillance inspections
      1. Approximately 250 per year
      2. Pivotal studies or studies with new product claims
   2. For cause inspections
      1. Approximately 35 per year
      2. Suspicious data or possible infringement of rights and safety of human subjects
2. **Notification-What to do when the FDA calls**
   1. An FDA auditor may call for an appointment or arrive unannounced. The site does have the right to ask an unannounced auditor to make an appointment and return for the audit at a later date. The time span between initial contact and the actual audit should be as short as possible. Any significant delay may affect the tone and conduct of the inspection.
   2. Request the following information from the auditor
      1. Name of auditor
      2. Study to be audited
      3. Scheduled visit date
      4. Length of visit
   3. Notify the appropriate site staff immediately
   4. Call the sponsor immediately
      1. Speak with the CRA or Project manager for the study. If it is necessary to leave a message, be sure the message includes the fact that it regards an FDA audit. A team from the sponsor may come to the site prior to the FDA visit to help prepare for the audit
   5. Notify the UAB IRB and WIRB (if the IRB of record for the study)
   6. Reserve an undisturbed work area
   7. Notify pertinent hospital departments (pharmacy, lab, IRB) as the auditor may ask to visit any of these departments during the course of the visit
   8. Be cooperative
3. **Preparation**
   1. If an audit by the FDA is forthcoming, the following documents should be readily available to the FDA inspector. Having these documents available will facilitate and expedite the procedure.
      1. Approved copy of required protocol including amendments or extension protocols
      2. Completed, accurately filled out, signed FDA 1572 for each study
      3. Affirmative letter from the IRB approving the conduct of the study
      4. Current CV for primary investigator and all sub investigators listed on the 1572
      5. Copy of the Investigator’s Drug Brochure for the compound being tested
      6. All subject source documents
      7. Properly executed, witnessed, and signed informed consent for each study patient
      8. Completed, legible copies of all case report forms
      9. Copies of all laboratory test results from both local and central laboratories
      10. All drug shipment invoices
      11. Complete, up to date investigational drug dispensing record for each study
      12. Copy of the study closure notification to the IRB if applicable
      13. Complete patient list (including names and addresses) assigned to each study number
      14. Complete list of all current and previous studies the PI has conducted with the applicable IDE and IND numbers listed.
4. **The Audit**
   1. When the FDA arrives
      1. Request identification
      2. Request FDA 482 (Notice of Inspection)
      3. Notify the parties mentioned above again
   2. During the audit
      1. Each day the site manager will request a summary session at the end of the day
      2. Staff will respond to the auditors accordingly
         1. Answer only what is asked
         2. Clarify all misunderstandings
         3. Implement corrective action
         4. Be honest, complete, and up front. Say “I don’t know” when applicable
         5. Make copies as requested (make additional copies of all requested items for site and for sponsor)
         6. Escort the inspector at all times
         7. Keep in daily contact with the sponsor
         8. Sponsor personnel cannot be present during the inspection, but may be available by phone
   3. Exit Interview
      1. The inspector will discuss audit findings with the PI, site management, regulatory coordinator, and study coordinator
      2. Clarify any misunderstandings at this time
      3. Inspector to issue Form 483 (if applicable)

Inspector will then file a formal report to FDA headquarters who will assign site status. If further action is required from the site, an official letter will be sent to the site requesting corrective action. A response to this letter is required within 30 days

**VII. QA**

NA

**VIII. APPENDICES/RESOURCES**

NA

**IX. RELATED SOPS**

NA