March 2022
EMA/377884/2015-Rev.2
Veterinary Medicines Division

Validation checklist for initial MAA – immunologicals (applicable to submissions under Regulation (EU) 2019/6)

1. Background on the product

(Invented) Name and procedure number: **INN or common name:**

Indication applied for:

This validation checklist is used by the Agency to validate initial marketing authorisation applications for immunologicals and applicants should use it as a means to review in advance of their submission that standard requirements are fulfilled.

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For the below table, please fill out by referring to the application form one line for each presentation per strength and form. Check consistency with the SPC. This is aimed at having the correct count for the fees.

Strength (2.2.1 in AF)	**Pharmaceutical Form (2.2.1 in AF)**	**Target species (2.1.4. in AF)**	**Route of administration (2.2.2. in AF)**	**Immediate Packaging (2.2.3 in AF)**	**Content (concentration) (2.2.1 in AF)**	**Package size (2.2.3 in AF)**
As declared in the SPC, section 2; e.g. 25 mg; 100 IU/ml *[Qualitative and quantitative composition of the active substance or substances and qualitative composition of excipients and other constituents (e.g. adjuvants) stating their common name or their chemical description and their quantitative composition, if that information is essential for proper administration of the veterinary medicinal product. Expressed per dosage unit or according to the form of administration for a given volume or weight. E.g. for vaccines: "Each 2 ml dose contains {x} units {active substance}*	*The pharmaceutical form is expressed in accordance with standard terms of the EDQM user name and password needed, request them from the library/information centre)* ***Singular only***				*Only for liquids, creams and solid multidose forms, e.g. 5 ml only*	*Quantitative information* *Specify the pharmaceutical form in a simplified way (eg 1 vial, 60 capsules)*
For example:2.9 - 3.9 log10 PFU/dose	For example: concentrate and solvent for suspension for injection			For example: ampoule (glass)	For example: ampoule of 1000 doses	For example:5 ampoules

2. **Summary of Flags to PM:** (For internal use only)

3. Background documentation:

Topic	Document
User guide for the electronic application form for a marketing authorisation (veterinary)	http://www.hma.eu/fileadmin/dateien/Veterinary_medicines/CMDv_Website/Procedural_guidance/General_info_on_applications/eSubmission/User_Guide_for_the_electronic_application_form_for_a_marketing_version_3.pdf
Annex II of Regulation (EU) 2019/6	Publications Office (europa.eu)
EDQM database of TSE/chemical certificates (CEPs)	https://extranet.edqm.eu/publications/recherches_CEP.shtml
Veterinary e-submission guidelines	http://esubmission.ema.europa.eu/tiges/vetesub.htm
Link to the European Pharmacopoeia	http://online.pheur.org/EN/entry.htm
COMMISSION REGULATION (EU) No 37/2010 of 22 December 2009 on pharmacologically active substances and their classification regarding maximum residue limits in foodstuffs of animal origin	https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02010R0037-20210506&qid=1634725626548&from=EN
ATCvet codes	https://www.whocc.no/atcvet/atcvet_index/
EDQM standard terms: (It is used to check the dosage form (=pharmaceutical form) and route of administration.)	https://standardterms.edqm.eu/
Process for handling new standard term requests received from applicants in the pre-submission phase (or from other sources, also during any procedure):	If a new term (e.g. pharmaceutical form or unit of measurement) or a request for an update of an already existing term is needed in order to complete the eAF, a request should be submitted through the SPOR Portal - http://spor.ema.europa.eu/rmswi/#/ providing as much supporting documentation as possible (e.g. name of the product concerned, SPC, etc).
EUTCT: to check the target species	http://eutct.ema.europa.eu/eutct/showAvailableListsDisplay.do?guestuser=true
VAMF Guidance	Procedural advice for veterinary vaccine antigen master file (VAMF) certification (europa.eu)

Topic	Document
	Guideline on data requirements for vaccine antigen master files (VAMF) (europa.eu)
Fees guidance published on EMA website (document to be updated yearly)	Fees payable to the European Medicines Agency | European Medicines Agency (europa.eu)

4. Checklist

Definitions:

VSI: Validation Supplementary Information. Information that will be requested by the Agency to the applicant during the validation period and that should be resolved before the start of the procedure, if not indicated otherwise.

Blocking issue: An issue that has been identified during the validation period and that should be resolved before the start of the procedure, otherwise it would prevent validation of the application.

General Application Form checks		
Is the information on product name, active substance, strength(s) and pharmaceutical form(s) given consistently (and correct) between cover page of the application form, sections 2.1.1, 2.1.2 and 2.2.1 of the application form and PI?	Select	*If No, request corrected application form and/or PI, as appropriate.*
Are all Annexes as ticked in section '5- Annexed documents' provided?	Select	*Double check with boxes ticked in the individual sections, too. If an Annex is missing issue VSI*
Are the names and address of the Manufacturer(s) of the Finished product and of the Active substance(s) correct through all the dossier, eAF and SIAMED?	Select	

Part 1a: Application Form ***Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document*** **GENERAL CONSIDERATIONS**		
Has the correct version of the **e-Application Form** been used?	Select	*Use of the correct e-application form is mandatory. Check first page of application form against the latest version.* *If not, request relevant missing/changed parts. The applicant can provide the correct version of the eAF within responses to validation issues plus missing documents.* *If missing information is not provided by the validation date, suspend the validation.*
Product (Invented)Name: Has submitted name been agreed with the CVMP/ Invented Name Check? Is the name the same as indicated in section 2.1.1 and in the Product information.	Select	*The invented name should be agreed by CVMP prior to submission. However, this is not a validation issue if name not agreed yet. Flag to S/CL* *Note: although it is recommended that the invented name is written with the first letter in upper case and the rest as lower cases, it is ultimately the choice of the applicant/MAH (either upper or lower case), as long as it is written in a consistent format throughout the PI and is consistent with how the invented name will appear on the printed artwork.* *Reference: Compilation of QRD Decisions on stylistic matters* https://www.ema.europa.eu/en/documents/regulatory-procedural-guideline/compilation-quality-review-documents-decisions-stylistic-matters-product-information_en.pdf
Cover letter: Is the person authorised to communicate on behalf of the applicant the same as indicated in section 2.4.2 of the application form and is a letter of authorisation attached for this person (Annex 5.4)?	Select	*If not, or letter not provided/not correct, request corrected application form/letter.*

Part 1a: Application Form *Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document* GENERAL CONSIDERATIONS		
Cover letter: Is signatory on behalf of the applicant either CEO of company, member of management board etc. or a person authorised to communicate on behalf of the applicant, i.e. the designated person as indicated above?	Select	*In case person is different from above ('person authorised to communicate on behalf'*
Declaration on manufacturing sites (attachment to the cover letter) where the applicant confirms that: • The detailed information in relation to the manufacturing sites contained in Part 2/Module 3, is correct in terms of names, addresses and manufacturing activities, and • This information is consistent throughout the dossier, in particular with the corresponding information contained in Part 1 (electronic Application Form, flow-chart in Annex 5.8, QP declaration in Annex 5.19, GMP certificates in Annex 5.9, MIAs or MIAs equivalents in Annex 5.6).	Select	
Declaration from the applicant that: : • All information which is relevant to the evaluation of the veterinary medicinal product concerned is included in the application, whether favourable or unfavourable to the product. In particular, all relevant details related to any incomplete or abandoned study or trial relating to the veterinary medicinal product are given. In addition, all pivotal studies are complete and final reports have been presented and full data of not-completed studies will be provided at a later stage and as soon as available. • All submitted data for this application for marketing authorisation relevant to the quality, safety and efficacy of the veterinary medicinal	Select Select	*To be part of the Cover letter.* *If the declaration is missing or applicant cannot declare it due to the fact that the studies are not finalised- clarify it with applicant as a priority. In case studies are not completed- inform SL and Rapporteur/co-Rapporteur immediately. SL/Rapporteur to confirm to a validator whether the validation can be successfully finalised.*

Part 1a: Application Form *Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document* **GENERAL CONSIDERATIONS**		
product, including data publicly available, are not subject to protection of technical documentation.		
• Applicant established in Ireland to provide a language waiver. The waiver needs to state whether the applicant accept or reject EN as authentic language.	Select	*The waiver needs to be signed by the applicant. In case Irish translation is required flag it up to SL and QRD.* *Guidance and form for waiver: https://www.ema.europa.eu/en/veterinary-regulatory/marketing-authorisation/product-information-requirements-veterinary-medicines*

Part 1a: Application Form *Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document*		
1.1 Eligibility ticked as agreed by CVMP and date correct?	Select	*Check correctness with the outcome letter from the pre-submission stage.*

Part 1a: Application Form *Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document*		
1.3 Legal basis :	Select	*To check correctness. In case of discrepancies between Letter of Intent and eAF issue VSI.*
1.3 In case the legal basis is Art 23 (limited market)	Select	*The letter from CVMP to be included in the dossier Part 1 – Admin Info. The letter should confirm that the product is intended for use in a limited market and that the benefit of availability outweighs the risk associated with the omission of some of the safety or efficacy data*
1.3 In case the legal basis is Art 25 (exceptional circumstances)	Select	*The letter from CVMP to be included in the dossier Part 1 – Admin Info. The letter should provide a justification as to why the benefit of the immediate availability on the market of the veterinary medicinal product concerned outweighs the risk inherent in the fact that certain quality, safety or efficacy documentation has not been provided.*

Part 1a: Application Form ***Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document***		
1.3.5 Article 21 - Informed consent application • **The scope of the application is the same as the reference product.** If informed consent is ticked as the legal basis for the application, information on the reference medicinal product is given below (Product invented name, pharmaceutical form(s), strength(s), Marketing authorisation holder, MA Number(s) and Date of authorisation) Annex 5.2 is ticked in the eAF and the letter of consent from marketing authorisation holder of the authorised (parent) product is attached in Part 1a Complete administrative data is provided in the application (including SPC)	Select Select Select Select	*If informed consent is not ticked as the legal basis, select N/A. If ticked, flag to SL. Only a complete administrative data must be provided in the application, with consent to use the pharmaceutical, safety, (pre-clinical) and clinical data of the reference product given by the parent MA holder. In this case, there is no need to submit quality, safety and efficacy detailed and critical summaries.* *If the parent product belongs to the same MAH (so called "self-informed" consent), the letter of consent must still be provided - it is not correct when the applicant justifies that this is not applicable.*
1. 4 MRL status: For VMPs for food producing animals, has the applicant provided information for the active substance(s) (pharmaceutical products) or the adjuvant (immunological products)	Select	*Only to be completed when the target species is/are (a) food-producing animal(s). Only applicable to food-producing animals (check target species in section 2.1.4 of the eAF). For immunologicals, information on all constituents should be included. Information can be provided either in the field - "Maximum Residue Limits (MRLS) according to Commission Regulation (EU) No. 37/2010" when the MRL has been established by the European Commission or - "Application for a Maximum Residue Limit has been made to the EMA" when the MRL application has been submitted however MRL(s) has not yet been established. Additional substances (excipients) may have been declared on the application form, however are not checked at validation*
1.4 MRL status: Is the information concerning established MRLs and/or submitted MRL applications correct?	Select	*There must be a status for each target species (e.g. bovine, porcine, all mammalian species, all*

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		food producing species) and/or relevant food commodity (milk, eggs, honey). E.g. if target species is dairy cattle, an MRL for milk is applicable; if target species is laying hens, an MRL for eggs is applicable. *If however in the "Value" column in SIAMED a "no MRL required" classification applies to this target species (e.g. bovine) it also automatically includes the relevant food commodity (e.g. milk).* *If not, issue VSI.*
1.5 Additional requests for consideration: Has the applicant provided documents in support of his request for 1.5.1. Accelerated assessment procedure 1.5.2 Prolongation of data protection: Article 40(1) of Regulation (EU) 2019/6 (where the first MA is granted for >1 species referred to in point (a) or (b) of Article 39(1), or a variation is approved in accordance with Article 67 which adds another species referred to in point (a) or (b) of Article 39(1), the period of the protection provided for in Article 39 shall be prolonged by one year for each additional target species, provided that, in the case of a variation, the application has been submitted at least three years before expiration of the protection period laid down in point (a) or (b) of Article 39(1))	Select Select	*1.5.1 In case the applicant ticked accelerated assessment, check in SIAMED that this info has been recorded. Accelerated assessment procedure should be agreed during the eligibility stage so a correct timetable is chosen.* *If box ticked but accelerated review not approved, issue VSI.* *If yes, flag it up to Vet Regulatory Affairs*

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1.5.3 Prolongation of data protection: Article 40(2) of Regulation (EU) 2019/6 (where the first MA is granted for >1 species referred to in point (d) of Article 39(1), or a variation is approved in accordance with Article 67 which adds another species not referred to in point (a) of Article 39(1), the period of the protection provided for in Article 39 shall be prolonged by four years, provided that, in the case of a variation, the application has been submitted at least three years before expiration of the protection period laid down in point (d) of Article 39(1))	Select	*If yes, flag it up to Vet Regulatory Affairs*
1.5.4 Additional data protection: Article 40(4) of Regulation (EU) 2019/6 (where an applicant for a marketing authorisation or for a variation submits an MRL application in accordance with Regulation (EC) No 470/2009, together with safety and residues tests and pre-clinical studies and clinical trials during the application procedure, other applicants shall not refer to results of those tests, studies and trials for a period of 5 years from the granting of the MA for which they were carried out)	Select	*If yes, flag it up to Vet Regulatory Affairs*
1.5.5 Additional data protection: Article 40(5) of Regulation (EU) 2019/6 (if a variation involving a change to the pharmaceutical form, administration route or dosage is approved, and additionally assessed to have met a criterion within this Article, the results of the concerned pre-clinical studies or clinical trials shall benefit from	Select	*If yes, flag it up to Vet Regulatory Affairs*

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four years protection) 1.5.6 Vaccine antigen master file 1.5.7. Vaccine platform technology master file	 Select Select	*If yes, perform separate validation of VAMF dossier as per table below.* *If yes, flag it up to S/CL who can assist with performing separate validation of vPTMF dossier.*
2.1.2 Claim for new Active substance	Select	*If Active Substance ticked as a new active substance:* *- Justification letter to be provided in Annex 5.21*
2.1.3 ATCvet code and Group	Select	*Check correctness on the following link:* *http://www.whocc.no/atcvet/atcvet_index/* *The pharmacotherapeutic group would usually be the 4th group. It is not the name of the substance.* *Example:* *Active substance: Canine Parainfluenza virus Type 2, strain CPiV2-Bio 15* *ATCvet code: QI07AD08* *Group: Live viral vaccines* *If an ATC vet code is published by the WHO, but it is not used in the application, a justification should be provided.*
2.1.4 Target species	Select	*Should be in line with product information* *If a new target species or a request for an update is needed in order to complete the eAF, a request should be submitted through the SPOR Portal - http://spor.ema.europa.eu/rmswi/#/ providing as much supporting documentation as possible (e.g. name of the product concerned, SPC, etc).*

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2.1.5 Withdrawal period	Select	
2.2.2 Route of administration: In line with Standard Terms?	Select	*Check against standard terms (EDQM)* *If a new term (e.g. pharmaceutical form or unit of measurement) or a request for an update of an already existing term is needed in order to complete the eAF, a request should be submitted through the SPOR Portal – http://spor.ema.europa.eu/rmswi/#/ providing as much supporting documentation as possible (e.g. name of the product concerned, SPC, etc).*
2.2.3 Container, closure and administration device(s) Are information provided in line with Part 2 and Product Information? Annex 5.17 is ticked in the eAF.	Select	*The container should be selected from the List of Standard Terms published by the EDQM.* *The Annex 5.17 should contain short description (names) of mock-ups or samples / specimens sent or provided with the application.*
2.3 Legal status: Has the applicant proposed a legal status for its medicinal product? If "not subject to veterinary prescription", is the critical review present?	Select Select	*Applicant to propose i.e.* *- non-prescription* *- restricted* *- special* *An application proposing classification of a veterinary medicinal product as "not subject to veterinary prescription" shall include a critical review of the product characteristics in order to justify the suitability of such classification taking into consideration target and non-target animal safety, public health as well as environmental safety, as outlined in the criteria given in Article 34 (3), points (a) to (g).*

Part 1a: Application Form *Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document*		
		If yes- flag it up to Vet-RA
2.4.1 Proposed MAH: Is the name and address (if mentioned in the proof of establishment (PoE)) of the proposed MAH exactly the same as in the PoE?	Select	*Annex 5.3 has to be provided and the details should be exactly the same as in section 2.4.1. as far as they are given in the PoE. Ignore section for national/decentralised applicant (should be kept unticked/empty)*
Annex 5.3: Proof of establishment: Does the Annex 5.3 duly establish the applicant as being in the EEA?	Select	*Should not be older than 6 months but can be in any language as long as EN translation is provided*
2.4.1 Proposed MAH: Is a person identified at the MAH address (for centralised procedure)?	Select	*It can be that the email address is a generic email address. In that case it should be confirmed with the company (can be in the cover letter) that it is a dedicated email address which will reach the allocated person 24h/day.* *If section 2.4.2 is filled in, a personal email address should be included.*
2.4.1 SME status: If yes is ticked, is the Qualification as SME in Annex 5.21 still valid? Information provided in the application are the same in Annex 5.21 and in the formatted table.	Select	
2.4.4 Qualified person for PhV Is the CV of the qualified person attached in Annex 5.20.	Select	*Data needs to be correct & complete for SIAMED entry.* *Name, Address, Telephone number, personalized email address should be included.* *It might be that the email address is in a format such as EUQppv@company.com but in that case it should be confirmed with the company that it is a*

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		dedicated email address which will reach the QPPV24h/day. *If CV of qualified person is missing(no Annex 5.5 nor inclusion in Annex 5.20, issue VSI*
2.5.1.1 Has a person responsible for **product defects and recalls in the EEA** been named along with contact details? (should include at least name / surname, address with postcode and country, 24H tel. # and e-mail address)	Select	*Person has to be located in the EEA.*
2.5.2 Proposed Manufacture of the Finished Product (FP): Is the name and address of the Manufacturer of the FP the same as in Annex 5.8	Select	*Details of the name and the address mentioned in Annex 5.8 to be checked that are as in point 2.5.2 (2.5.1) in the eAF.*
2.5.3 Proposed Manufacturer of the active substance: Is the name and address of the Manufacturer of the Active substance (s) exactly the same as in Part II (vNees) or Module 3 (eCTD**)**	Select	*Annex 5.6, 5.9 have to be provided (Checked by inspections). Details of the name and the address mentioned in the Part II or Module 3 to be checked that are the same as in point 2.5.3 of the eAF.*
2.5.3 ASMF and CEP are not applicable to vaccines, all the information on the active substance should be provided in the dossier (Part II – vNees or Module 3- eCTD)	Select	*Only CEPs for TSE are applicable to vaccines (see 2.6.2). In this section both should be ticked with "no"*
2.5.3. Is EMA certificate for a VAMF or PTMF being used for MAA (section to be copied as per however many VAMFs)	Select	*If yes:* *- provide Annex 5.23*
2.6.1 Qualitative and Quantitative composition: Is the information in this section in agreement with the relevant information in Part 2, 2a-qual-quant-partic?	Select	*For liquids, not only concentration per 1 ml needs to be given but also the container size/volume of the product. This can be found either in the AF point 2.2.3 (or 2.2.3.1) or 2.6.1.* *If VSI - Pharmacopoeia terminology should be used.* *This excludes components that are not present in the final dosage form.* *There is no information that can be withheld as confidential in providing a regulatory submission to the Agency. E.g. composition of tablet coating mixtures.*

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2.6.1 Qualitative and Quantitative composition: **Cross-check with** in Part 2, 2a-qual-quant-partic Active substance Overages	Select	*Notes:* *- Complete composition to be provided; no information can be confidential – all to be disclosed to the Agency. E.g. for commercially available tablet film-coating mixtures quantitative composition needs to be provided (through confidentiality agreement between the applicant and the mixture manufacturer).* *- For liquids, not only concentration per 1 ml needs to be given but also the container size/volume of the product.* *- Reference to Ph.Eur. for excipients is preferable. If reference to USP/NF or JP is used instead, VSI (but not a blocking issue if not provided with the responses)* *- Overages – extra amount of the active substance or excipients added to compensate for losses during manufacture/storage. Generally discouraged => flag to S/CL* *- Do not confuse overage and overfill! Overfill = extra volume in parenteral products (injections) to enable withdrawal of the exact dose.* *- Overfill should not be stated in the Application Form – if it is = to be removed. No percentage should be listed, exact amount only.*
2.6.2 Materials of animal origin Cross-check with Part 2, 2c4-bio-origin.	Select	*All material of animal origin should be stated including reagents in the active substance manufacture.*
2.6.2 TSE certificate: If applicant has ticked and given the number of a Ph. Eur. Certificate of suitability, is it/are they duly annexed in 5.12?	Select	*Information on excipients to be consistent with Part 2, 2c4-bio-origin (TSE table A and table B). TSE tables applicable only for materials of animal origin* *In EDQM database, it is better to search for the Certificate number (Certificate of suitability for TSE)*

Part 1a: Application Form ***Please ensure that all details given in the application form on product and applicant (incl. address) are consistent throughout the document***		
		Check the EDQM certificate database online at https://extranet.edqm.eu/publications/recherches_CEP.shtml *Lactose is out of the scope of TSE requirements, as TSE transmission was never confirmed through milk. If Lactose is contained in the product, it never has a Certificate, only statement from the manufacturer (appendix to AF 5.12) that it is sourced in the same way as milk for human consumption. However, the option "animal origin susceptible to TSE" still needs to be ticked in the Application Form.*
4.1 Other MAA (for national applications only)	Select	*In case of Art 42(4)the point is applicable for CAPs. Check something has been ticked and the corresponding fields have been filled in, and if applicable, Annex 5.15 has been provided.*
4.3 Multiple application: If the company is submitting a duplicate/multiple, has the letter of authorisation from the EC been provided?	Select	*Only possible to validate a multiple application in case at least an amber letter (with conditions to be fulfilled) or a green letter (no conditions) by EC is attached. If a duplicate application is received, please flag to Vet Reg Affairs.*
Annexes: Mock-ups: Is list of mock-ups attached in Annex 5.17 to the application form?	Select	

Part 1 – excluding application form		
1b SPC, Labelling and Package Leaflet: Are they provided in EN for all of the applied for forms/ strengths? Is Word version of the PI provided (in folder 'add-info')? Is the correct (QRD) format (latest version) used for the product literature? If combined PL, is the justification present?	Select Select Select Select	*Note: If Word version not provided, not a VSI but necessary to be received by day 1 of the procedure.*
1b. Mock-up: Have the mock-ups been provided? **Mock-ups are not a requirement but a recommendation to applicants. They can be submitted on a voluntary basis**	Select	*Mock-up for PL not needed, only labelling (outer and inner)*
In English	Select	*For validation purpose the Agency requests that all applications for a Marketing Authorisation should include the labelling texts in English.* *If mock-ups are submitted: one English mock-up and one multi-lingual mock-up ('worst case') of the outer and small immediate packaging for each pharmaceutical form in the smallest pack size.*

Dossier- structure		
All documentation should be submitted using file formats that facilitate reviews on screen	Select	*To allow functionality such as text searching, copying and pasting into editable formats, PDF documents should be created (rendered) directly from their electronic source documents. If scan of the document provided, it has to be searchable.*
Structure of the folders	Select	*Where the structure defined in Table 1 to Table 11 applies, including additional folders within the structure of the e-submission is not permitted, with the exception of the folder "add-info" where subfolders could be constructed. However, the total number of folder levels of the submission should never exceed three levels.* *If there are empty folders in the submission because no data is provided these should be deleted as the folder structure should reflect only what actually is submitted. Corresponding positions in the relevant table of contents (TOC) should also be deleted.* *When only little information is presented for a number of folders at the same level of granularity, it is acceptable to include all the information in a single PDF at the higher level of the granularity. This should be indicated in the TOC.*
Files naming	Select	*The name of the files should be in English. They should be descriptive and unambiguous especially if more than one PDF is included in a particular section. Any information that may help identify the contents of the file is encouraged to be included in the file name.* *Preferably the file name should include the part of the dossier where the document is located. In these cases file names should be based on the naming convention for dossier parts used in the folder structure as defined in Table 1 to Table 11.*

VAMF – for each single vaccine antigen

VAMF		
Part 1 Summary of the dossier	Select	
Part 2 Quality documentation (physicochemical, biological and microbiological information)	Select	
Part 2A Product description 2.A.1. Qualitative and quantitative composition 2.A.2 Product development	Select Select Select	
Part 2B Description of the manufacturing method	Select	
Part 2C Production and control of starting materials 2.C.1. – Starting materials listed in pharmacopoeia 2.C.2. – Starting materials not listed in pharmacopoeia 2.C.2.1 Starting materials of biological origin 2.C.2.2 Starrting materials of non-biological origin	Select Select Select Select Select	
2.D. Control tests during the manufacturing process	Select	
2.F. Batch-to batch consistency (active substance)	Select	
2.G. Stability tests (active substance)	Select	
2.H. Other information , if applicable	Select	

Part 1c – Critical expert reports		
For new applications, statements justifying absence of data or specific parts/sections should be provided in the relevant detailed and critical summary. In case any of these docs need updating, updated expert signatures in Part 1c have to also be provided or updated docs have to be signed. ***For each report a signature of the expert with date, a CV and a declaration of the professional relationship is necessary. Expert does not need to reside within the EEA. If it is obvious from the CV of the expert that he/she is an employee of the applicant, the declaration of his/her professional relationship can be omitted.***		
1c1 Critical expert report - Quality: • Has the report been provided, together with: • CV of the expert • Declaration of his/her professional relationship to the applicant?	Select Select Select	
1c2 Critical expert report - Safety and Residues: • Has the report been provided, together with: • CV of the expert • Declaration of his/her professional relationship to the applicant? • Tabulated summary of all technical documentation and relevant data submitted	Select Select Select Select	*Separate reports might be provided for safety, residues (not required for non-food producing species) and ERA.* *Short check if the headings of the main subsections (pharmacology, user safety, ERA and residues (for food-producing species only) are present.*
1c3 Critical expert report - Efficacy: • Has the report been provided, together with: • CV of the expert • Declaration of his/her professional relationship to the applicant? • Tabulated summary of all technical documentation and relevant data submitted	Select Select Select Select	*Short check if headings of the main subsections are present (pre-clinical, including target animal safety and clinical).*

Part 2 – Quality (physicochemical, biological and microbiological information) ***Check for either documents in the appropriate indent or a justification for absence has been provided in the quality overview -> If neither is present => VSI.*** ***The purpose of Part 2 validation is to check presence or absence of documents***		
Part 2 ToC	Select	*Should be in P2 folder but outside any of the subfolders within P2. (this is also checked by the VNeeS checker)*
2.A Product description **2.A.1 Qualitative and quantitative composition**	Select	*It is acceptable not to create one folder per subsection (i.e. 2a1, 2a2, 2a3, 2a4) It can be all included in the same document.* *The information in this section should be consistent with section 2.6.1 of the application form.*
2.A.1.1 Qualitative composition of all constituents	Select	*Where applicable, details of devices with which the immunological veterinary medicinal product will be used or administered, and which will be delivered with the medicinal product should be included.* *If the device is not delivered together with the immunological veterinary medicinal product, relevant information about the device shall be provided*
2.A.1.2 Usual terminology for the constituents	Select	
2.A.1.3 Quantitative composition	Select	
2.A.2 Product development	Select	
2.A.2.1 Choice of composition and of constituents	Select	
2.A.2.2 Justification for preservative inclusion	Select	
2.A.2.3 Study of interaction between FP and primary packaging	Select	
2.A.2.4 Justification of overages(s) in the formulation	Select	*Explanation shall be provided with regards to any overage(s) in the formulation to guarantee minimum potency/antigen content at end of shelf life with justification.*

Part 2 – Quality (physicochemical, biological and microbiological information) ***Check for either documents in the appropriate indent or a justification for absence has been provided in the quality overview -> If neither is present => VSI.*** ***The purpose of Part 2 validation is to check presence or absence of documents***		
2.A.2.5 Relevant information about companion test	Select	*When a companion test is recommended for the use of the finished product relevant information about the test shall be provided.*
2.A.3 Characterisation	Select	
2.A.3.1. Elucidation of structure and other characteristics	Select	*Characterisation of a biotechnological or biological substance, all relevant information available on the primary, secondary and higher-order structure including post- translational (for example, glycoforms) and other modifications of the active substance, details on the biological activity.*
2.A.3.2. Impurities	Select	
2B Description of the manufacturing method	Select	
2.B.1 Manufacturing stages	Select	*The various stages of manufacture including production of the antigen and purification procedures accompanied by a process flow chart shall be included.*
2.B.2 Homogenicity and consistency of FP batches	Select	
2.B.3 List of all the substances	Select	
2.B.4 Details of blending	Select	
2.B.5 List of in-process controls	Select	
2.B.6 Validation of methods of control in the manufacturing process	Select	
2.B.7 Details of the sterilisation processes and/or aseptic procedures	Select	
2C Production and Control of starting materials	Select	

Part 2 – Quality (physicochemical, biological and microbiological information) ***Check for either documents in the appropriate indent or a justification for absence has been provided in the quality overview -> If neither is present => VSI.*** ***The purpose of Part 2 validation is to check presence or absence of documents***		
2.C.5 Starting materials listed in Pharmacopoeias	Select	
2.C.5.1 Description of the analytical methods	Select	*The description of the analytical methods may be replaced by a detailed reference to the pharmacopoeia.*
2.C.5.1 Routine tests	Select	
2.C.6 Starting materials not listed in Pharmacopoeia	Select	
2.C.6.1 Starting materials of biological origin	Select	*Tables A, B and C to be included here, if applicable. If there are no substances of animal origin the tables do not need to be included. The information here should be consistent with section 2.6.2 of the application form.*
2.C.6.1.1 Substances of biological origin	Select	*Information shall be provided on all substances of biological origin used at any stage in the manufacturing procedure.*
2.C.6.1.2 Contamination tests	Select	
2.C.6.1.3 Cell characteristics	Select	
2.C.6.1.4 Description of stability of seed	Select	*For live attenuated vaccines, description of the stability of the attenuation characteristics of the seed has to be given.*
2.C.6.2 Starting materials of non-biological origin	Select	
2.C.6.2.1 Name, function, identification and description of starting material	Select	
2D Control tests during the manufacturing process	Select	
2.D.1 Particulars of control tests and analytical methods	Select	
2E Control tests on the finished product		
2.E.1. General characteristics of finished product	Select	
2.E.2. Identification of active substance	Select	
2.E.3. Batch titre or potency	Select	

Part 2 – Quality (physicochemical, biological and microbiological information) ***Check for either documents in the appropriate indent or a justification for absence has been provided in the quality overview -> If neither is present => VSI.*** ***The purpose of Part 2 validation is to check presence or absence of documents***		
2.E.4. Identification and assay of adjuvants	Select	*Only applicable when adjuvants are in the composition of finished product.* *In case of doubt, contact vet specialist.*
2.E.5. Identification and assay of excipients components	Select	
	Select	*Not always present and it is acceptable. Batch safety test may be waived.*
2.E.7. Sterility and purity test	Select	
2.E.8. Residual humidity	Select	*Only applicable to lyophilisates.*
2.E.9. Inactivation	Select	*Only applicable to inactivated vaccines*
2.E.10 Filling volume	Select	
2F Batch to batch consistency	Select	
2G Stability		
Stability of bulk antigen	Select	
Stability of finished product	Select	
Stability of product in different stages of mixing	Select	*Applicable for products administrated in feed*
Stability of reconstituted product	Select	*Not always applicable.*
Stability of combined products	Select	*Not always applicable*
Stability of multidose containers	Select	*In the case of multi-dose containers, where relevant, stability data shall be presented to justify a shelf life for the product after it has been broached or opened for the first time and an in-use shelf-life specification shall be defined.*
Efficacy of preservative system	Select	*Not always applicable*
2H Other information	Select	*Information relating to the quality of the immunological veterinary medicinal product not covered by this Section may be included in the dossier.*

Part 3 – Safety and Residues tests *Check that documents/cross-reference/justification for absence have been provided in the appropriate indent -> If none present => VSI and flag to S/CL.*		
Part 3 Safety tests		
Table of contents present, clearly indicating cross-references to part 4 (if applicable)	Select	
A Introduction and general requirements	Select	
B Laboratory tests	Select	
B1. Safety of the administration of one dose	Select	
B2. Safety of an administration of an overdose	Select	
B3. Safety of the repeated administration of one dose	Select	
B4. Examination of reproductive performance	Select	
B5. Examination of immunological functions	Select	
B6. Special requirements for live vaccines	Select	*Only applicable to live vaccines*
B6.1. Spread of the vaccine strain	Select	
B6.2. Dissemination in the vaccinated animal	Select	
B6.3. Increase in or reversion to virulence of attenuated vaccines	Select	
B6.4. Biological properties of the vaccine strain	Select	
B6.5. Recombination or genomic reassortment of strains	Select	
B7. User safety	Select	
B9. Interactions	Select	
C Field studies	Select	
D Environmental risk assessment D.1 Phase I - Potential exposure of the environment and level of risk D.1.2 Risk to humans (if zoonotic live vaccine strains)	Select	

Part 3 – Safety and Residues tests *Check that documents/cross-reference/justification for absence have been provided in the appropriate indent -> If none present => VSI and flag to S/CL.*		
D.2 Phase II – Potential risk(s) to the environment	Select	
D.3 Potential risk of migration & transmission to offspring (DNA vaccines) D.3.1 Impact of the vaccine in companion animals or in food producing animals (applicable if potential risks are identified)	Select Select	
E Assessment required for veterinary medicinal products containing or consisting of genetically organisms (GMOs)	Select	*Only applicable to GMO products* *In the case of veterinary medicinal products containing or consisting of genetically modified organisms (GMOs) the application shall include Part 3E*
E.1 Adverse effects of GMO on human health & environment	Select	*An environmental risk assessment to be included*
F. Study of residues	Select	*Only applicable to food-producing species*

Part 4 –Efficacy *Check that documents/cross-reference/justification for absence have been provided in the appropriate indent -> If none present => VSI and flag to S/CL.*		
Part 4 Efficacy tests		
Table of contents present, clearly indicating cross-references to part 3 (if applicable)	Select	
A. General requirements	Select	

Part 4 –Efficacy *Check that documents/cross-reference/justification for absence have been provided in the appropriate indent -> If none present => VSI and flag to S/CL.*		
B. Pre-clinical studies	Select	
• summary of pre-clinical studies	Select	
• statement of compliance with GLP for laboratory safety studies	Select	
• detailed experimental protocol	Select	
• general and individual observations and results	Select	
• establishment of a challenge model	Select	*The establishment of a challenge model and determination of dose is often not included in vaccine dossiers, but these are replaced by the onset of immunity studies (OOI)*
• determination of the vaccine dose	Select	*The establishment of a challenge model and determination of dose is often not included in vaccine dossiers, but these are replaced by the onset of immunity studies (OOI)*
• onset of protection	Select	
• the influence of maternal antibody on the efficacy of the vaccine	Select	*Usually not applicable – Not a VSI*
• duration of immunity	Select	
• additional studies	Select	
C Clinical trials	Select	*Particulars concerning field trials shall be sufficiently detailed to enable an objective judgement to be made, checklist in section III.b.4C (3)*