# Annual Tasks QA

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task | | Planned Date | Done | Postponed | N/A | Comments |
| **Self-inspection** | |  |  |  |  |  |
| **PQR Review** | | | | | | |
|  | **Product 1** |  |  |  |  |  |
|  | **Product 2** |  |  |  |  |  |
| **Annual Trainings** | | | | | | |
|  | **GDP Training** |  |  |  |  |  |
|  | **PV Training** |  |  |  |  |  |
| **Management Review** | |  |  |  |  |  |
| **Mock-Recall** | |  |  |  |  |  |
| **Customer eligibility/** | |  |  |  |  |  |
| **Bona fide checks** | |  |  |  |  |  |
| **CAPA Review** | |  |  |  |  |  |
| **Audits to be conducted** | | | | | | |
|  | **Company 1** |  |  |  |  |  |
|  | **Company 2** |  |  |  |  |  |
| **Inspection/Audit preparation** | | | | | | |
|  | **Swissmedic** |  |  |  |  |  |
|  | **Headquarter** |  |  |  |  |  |
|  | **Contractor 1** |  |  |  |  |  |
|  | **Contractor 2** |  |  |  |  |  |
| **Review of SOPs** | | | | | | |
|  | **SOP 1** |  |  |  |  |  |
|  | **SOP 2** |  |  |  |  |  |
| **Review of contracts/technical agreements** | | | | | | |
|  | **Contractor 1** |  |  |  |  |  |
|  | **Contractor 2** |  |  |  |  |  |
| **Review of job descriptions** | | | | | | |
|  | **PV responsible person** |  |  |  |  |  |
|  | **Responsible person** |  |  |  |  |  |
| **Inventory at pre(wholesaler)** | |  |  |  |  |  |
| **Inspection of sample stock** | |  |  |  |  |  |