# 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** |  | [ ]  | [ ]  | [ ]  |  |