

<b>Company Name</b>	Procedure Number:	Page 7 of 30
Title: <b>Site Master File</b>	Implementation Date:	Version Number 1.0

Annual Management Reviews are held where the effectiveness of the quality system is reviewed, weaknesses and deviations are discussed and action taken accordingly.

The Quality Unit is also responsible for handling product quality complaints and product recalls.

## 2. Personnel

### 2.1 Employees

Activity	Number of employees
Purchasing	
Production Site Services	
Technical Support	
Quality Control	
Quality Assurance	
Storage / Distribution	
Others	
<b>Total:</b>	

### 2.2 Organization chart and key personnel

Name, first name	Function	Experience in Pharma	Initial education
	Head of Production		
	Managing Director		
	Head of QC		
	Head of QA		
	Head of Engineering		

For Site Organograms see [ATTACHMENT 6](#)