Categories of documents and manuals held by the Medicines Authority

- Accounts
- Contracts
- Duty travel records
- Business Plan
- Commercial information (ie invoices, purchase orders, etc)
- Fixed assets inventory
- Parliamentary questions
- Human resources/recruitment/payroll details
- Collective agreement
- Twinning projects covenants
- Legislation
- Information Systems Strategic Plan
- IT systems documentation
- Application forms for licensing of medicinal products
- Dossiers with information on medicinal products
- Guidelines (for internal use)
- Guidance documents for stakeholders
- Product information following a marketing authorisation
- Meeting minutes and agendas
- Directorate/unit operational plans
- Procedure monthly statistics
- Lists of authorised/withdrawn products through all licensing procedures
- Correspondence
- Pharmacovigilance (safety) data, risk management plan and adverse drug reaction forms
- Safety circulars
- Health and safety risk assessment
- Protocols
- Risk register to assess risks associated with the Authority
- Quality manual
- Standard Operating Procedures
- Employee declaration of interest forms

Note: Some of the information listed above is exempt from disclosure under the Freedom of Information Act (Cap. 496)

Medicines Authority
203 Level 3, Rue D'Argens, Gzira, GZR 1368 – Malta.
Tel. (+356) 23439000 Fax. (+356) 23439161 www.medicinesauthority.gov.mt