

Categories of documents and manuals held by the Malta Medicines Authority

- Management review records
- Records related to the Quality Management System (quality improvement records, records related to internal audits)
- External audit reports
- Financial audits
- Deviations from policies/procedures
- Records related to customer satisfaction
- Customer complaints
- Risk management records
- Records related to the Licensing Directorate
- Records related to the Inspectorate and Enforcement Directorate
- Records related to the Post-Licensing Directorate
- Records related to information systems
- Operational plan
- Budgets
- Competency records i.e. records on training, skills and qualifications
- Legislation
- Health and safety records
- Projects documentation
- Nominations for EU committees
- Recruitment records
- Records on purchased products/services
- Income-related records
- Travel-related documentation
- Fixed assets records
- Bank-related documentation
- Payroll
- Records related to security systems
- Records related to the Medicines Intelligence and Access Unit
- Declaration of interest forms