Announcement of the China Food and Drug Administration on Issuing Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents (No. 17 [2014])

Issued on September 11, 2014

Announcement of the China Food and Drug Administration

No. 17 [2014]

Announcement on Issuing Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents

In order to guide the drafting of instructions of in-vitro diagnosis reagents, according to the *Provisions on the Management of Instructions and Labels of Medical Devices* (No. 6 Order of the CFDA), the China Food and Drug Administration (CFDA) organized the formulation of *Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents*, which is now released. From October 1, 2014, the *Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents* (G. S. Y. J. X. [2007] No. 240) released by the former State Food and Drug Administration will be abolished.

It is hereby announced.

Attachment: Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents

China Food and Drug Administration

September 11, 2014

Attachment

Guidelines for the Drafting of Instructions of In-vitro Diagnosis Reagents

The instructions of an in-vitro diagnosis reagent bears the product's intended uses, test methods, explanation of the test results, precautions and other important information, and is an important technical document to guide users' correct operation and clinicians' accurate understanding and reasonable application of test results.

Based on the relevant requirements of the *Provisions on the Management of Instructions and Labels of Medical Devices* (No. 6 Order of the CFDA), the Guidelines has specified the format for drafting of product instructions of in-vitro diagnosis reagents and writing of various contents in order to provide principal guidance over the drafting of instructions of in-vitro diagnosis reagents, and provide technical reference for registration management departments' review of instructions.

Due to large professional span, diverse methodology and varying intended clinical uses of in-vitro diagnosis reagent products, the contents of their instructions are also different. The applicant shall draft instructions according to the product's characteristics and intended clinical uses, so that those who are concerned can obtain accurate information.

I. Format of Instructions of In-vitro Diagnosis Reagents

Instructions of ×××× (generic name of the product)

[Product Name]

[Packaging Specification]

[Intended Uses]

[Test Principle]

[Main Ingredients]

[Storage Conditions and Shelf life]

[Applicable Instruments]

[Requirements for Samples]

[Test Method]

[Positive Judgment Value or Reference Range]

[Explanation of Test Results]

[Limitations of Test Method]

[Product Performance Indicators]

[Precautions]

[Explanation of Signs]

[References]

[Basic Information]

[Number of Medical Device Registration Certificate/Number of Product Technical Requirements] (or Number of Medical Device Filing Voucher/Number of Product Technical Requirements])

[Date of Approval and Date of Revision of the Instructions]

If the above items are not applicable to some products, they can be omitted in the instructions thereof.

II. Description of Drafting of Various Contents

The contents of product instructions shall all be expressed in Chinese in principle; if abbreviations that are internationally accepted or widely recognized in the industry are included, the meaning can be marked in Chinese in brackets; if there is indeed no proper Chinese word for expression, the corresponding English words or their abbreviations can be used.

[Product Name]

1. Generic name

The generic name shall be named in accordance with the naming principles stipulated in *Administrative Measures for the Registration of In-vitro Diagnosis Reagents* (No. 5 Order of the CFDA), and may refer to relevant "classification catalogue" and/or national standards and industry standards as appropriate.

For products for special uses, sample type can be specified in the generic name. For other products, contents like sample type, qualification/quantification shall not appear in the generic name.

2. English name

[Packaging Specification]

The number of samples and loading capacity that can be tested shall be specified, such as ×× test/kit, ×× person-share/kit or ××mL. Except for internationally accepted units of measure, all other contents shall be expressed in Chinese. If the product has different ingredients, names of those ingredients should be stated and goods number can be added.

[Intended Uses]

The first paragraph shall describe the product's intended uses in detail, such as qualitative or quantitative testing, self-testing and validation, sample type and tested substance. The specific expression forms may be appropriately adjusted according to the product's characteristics. If the sample is derived from special subject groups, such as pregnant women and newborns, it shall be specified.

The second paragraph shall describe clinical indications related to the intended uses and background information, and state relevant clinical or laboratory diagnostic methods.

[Test Principle]

Test principles and methods shall be stated in detail. When necessary, the method of graphical representation can be adopted for description.

[Main Ingredients]

1. For reagent ingredients contained in the product:

(1) Name, quantity and proportion or concentration in the reaction system shall be stated. If very important for correct operation, the product's biological origin, activity and other characteristics shall be provided.

(2) For reagent kits with multiple ingredients, whether each ingredient in reagent kits with different batch numbers can be mutually replaced shall be expressly stated.

(3) If the kit contains consumables, the name, quantity and other information of such consumables shall be listed, such as plastic dropper, sealing films and zip-lock bags.

2. For reagent ingredients not contained in the product but required for the test, the name and purity of such reagents shall be listed in the instructions, and dilution or mixing methods and other relevant information shall be provided.

3. For calibrators and quality controls:

(1) The main constituent ingredients and their biological origins shall be stated.

(2) The constant value of calibrators and its traceability shall be specified.

(3) Target range of quality controls shall be specified. If the target range is batch-specific, "batch-specific" can be specified, and a separate list of targets shall be attached.

[Storage Conditions and Shelf life]

1. The product's storage conditions shall be stated, such as 2～8℃, below -18℃, avoid/prohibit freezing, etc. Other conditions affecting stability shall also be stated, such as light and humidity. If the stability of the product or its ingredients after the package is opened is different from the originally packaged product, storage conditions for the product or its ingredients after the package is opened also must be specified.

2. Shelf life: shelf life under the storage conditions shall be stated. If the stability of the product or its ingredients after the package is opened is different from the originally packaged product, shelf life of the product or its ingredients after the package is opened also must be specified.

3. If the stability of various ingredients of a reagent kit is inconsistent, the storage conditions for and the shelf life of each ingredient shall be described respectively.

[Applicable Instruments]

Applicable instruments and models shall be stated, and instrument-related information shall be provided, so that users can correctly choose and use.

[Requirements for Samples]

The requirements shall be stated from the following perspectives:

1. Applicable sample type.

2. Special precautions in the process of sample collection.

3. Anticoagulants or protective agents required for ensuring stability of various ingredients of the sample.

4. Known disruptors.

5. Storage, processing and transport methods that can ensure sample stability.

[Test Method]

In order to ensure the correct implementation of tests, each step of the test shall be stated in detail from the following perspectives:

1. Reagent preparation: dilution of each ingredient of the reagent, mixing and other necessary procedures.

2. Test conditions that must be met: such as pH, temperature, time required for each step of the test, wavelength and stability of the final reaction product, as well as things that must be noted in the test process.

3. Calibration procedures (if necessary): preparation and use of calibrators, and calibration curve drawing methods.

4. Quality control procedures: use of quality controls, and quality control methods.

5. Calculation or reading of test results, including explanation of each coefficient and each calculation step. If possible, examples shall be used for illustration.

[Positive Judgment Value or Reference Range]

Positive judgment value or reference range shall be specified, and the method for determination of such positive judgment value or reference range shall be briefly stated.

[Explanation of Test Results]

Factors that may affect the test results shall be specified; it shall be clarified that validation test shall be conducted under any circumstances.

[Limitations of Test Method]

Limitations of the test method shall be stated.

[Product Performance Indicators]

The product's main performance indicators shall be stated.

[Precautions]

Necessary precautions shall be specified, like "the product is only used for in-vitro diagnosis".

If the product contains human-origin or animal-origin substances, warning shall be given that the product is potentially infectious.

[Explanation of Signs] If there are graphs or symbols, please explain their meanings.

[References]

The references cited shall be specified.

[Basic Information]

1. Domestic in-vitro diagnosis reagents

(1) If the registrant (or filer) is the same enterprise as the manufacturer, basic information shall be marked in the format below:

Name of registrant (or filer)/manufacturer

Domicile

Contact information

Name of after-sales service unit

Contact information

Production address

Number of production license or number of production filing voucher

(2) Basic information shall be marked in the format below for commissioned production:

Name of registrant (or filer)

Domicile

Contact information

Name of after-sales service unit

Contact information

Name of entrusted enterprise

Domicile

Production address

Number of production license or number of production filing voucher

2. Imported in-vitro diagnosis reagents

Basic information shall be marked in the format below:

Name of registrant (or filer)/manufacturer

Domicile

Production address

Contact information

Name of after-sales service unit

Contact information

Name of the agent

Domicile

Contact information

[Number of Medical Device Registration Certificate/Number of Product Technical Requirements] (or No. of the medical device filing voucher/Number of Product Technical Requirements])

The product's registration certificate number or filing voucher number shall be specified.

[Date of Approval and Date of Revision of the Instructions]

The date of approval of the product's instructions shall be specified. If applications were filed for change of the instructions, it is also required to specify the date of revision of the instructions.