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Date : 22 May 2014

**CIRCULAR LETTER OF THE MEDICAL DEVICE AUTHORITY
NO. 2 YEAR 2014**

**POLICY ON IMPLEMENTATION AND ENFORCEMENT UNDER THE MEDICAL
DEVICE ACT 2012 (ACT 737):**

**CONFORMITY ASSESSMENT PROCEDURES FOR MEDICAL DEVICE APPROVED
BY RECOGNISED COUNTRIES**

PURPOSE

1) The purpose of this circular is to set the policy for implementation and enforcement under the Medical Device Act 2012 (Act 737) relating to conformity assessment procedure for medical device approved by recognised countries.

BACKGROUND

2) Section 7 of Act 737 requires the carrying out of conformity assessment by the conformity assessment body registered within Section 10 of Act 737. This is a precondition for having a medical device registered under the Act.

3) However, there are various medical device which have undergone conformity assessment and approved to be placed in certain recognized countries. The conformity assessment done by the respective countries are similar to the requirements under Act 737.

POLICY DECISION FOR IMPLEMENTATION AND ENFORCEMENT

4) Recognition means adopting conformity assessment and approval of medical devices placed in the market of certain countries. This recognition will prevent a repetition of the process of conformity assessment and approval granted on a medical device and therefore will simplify, reduce costs and accelerate the registration of medical devices in this country.

5) For reasons stated above, **the Medical Device Authority Meeting No. 2/2014 has decided to set the policy for implementation and enforcement as follows:**

- a. **To recognize the conformity assessment and approval of medical devices placed in the market of a particular country, being a recognized country.**
- b. **For medical devices that have undergone conformity assessment and approval for placement in the market of the recognized countries, it**

only needs to undergo a simpler conformity assessment process, which is through the process of verification of evidence-based compliance obtained from the manufacturer of the medical device.

- c. The verification process shall be conducted by the conformity assessment body registered under section 10 of Act 737 in accordance with the procedures as set out in Appendix 1.

USAGE AND EFFECTIVE DATE

- 6) Circular issued shall be used as part of requirements under Act 737 and this circular shall be effective from the date it is issued.

ENQUIRIES

- 7) Any enquiries relating to this circular can be forwarded to:

Chief Executive
Medical Device Authority
Ministry of Health Malaysia
Level 5, Menara Prisma, No. 26
Jalan Persiaran Perdana, Presint 3
62675 Putrajaya, MALAYSIA
Tel. : (+603) 8892 2400, Fax: (+603) 8892 2500
Email: mdb@mdb.gov.my

Thank you.

"BERKHIDMAT UNTUK NEGARA"


(Y. BHG. DATUK DR. NOOR HISHAM B ABDULLAH)
Chairman
Medical Device Authority
Ministry of Health Malaysia

CONFORMITY ASSESSMENT PROCEDURES FOR MEDICAL DEVICE APPROVED BY RECOGNISED COUNTRIES

A. Introduction

(1) This appendix was prepared by the Medical Device Authority (MDA) to help the industry and healthcare professionals in their quest to comply with the Medical Device Act 2012 (Act 737) and the regulations under it.

(2) This appendix describes the process for conducting conformity assessment by way of verification of the evidence for medical devices that have been approved by regulatory authorities or notified bodies recognized by Medical Device Authority (MDA).

(3) Irrespective of the requirements of this appendix, MDA has the right to request for information or material, or define conditions not specifically described in this appendix that is deemed necessary for the purpose of regulatory control.

(4) MDA has put much effort to ensure the accuracy and completeness of this appendix. In the event of any contradiction between the contents of this appendix and any written law, the latter should take precedence.

(5) MDA reserves the right to amend any part of the appendix as necessary.

(6) This appendix has been revised from its original version and the changes as listed in Annex C. The main topics covered in this appendix are:

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B. Objectives

(7) This appendix is intended to provide guidance to authorised representative (AR), manufacturer and conformity assessment body (CAB) in Malaysia on conformity assessment procedure through verification of evidence of conformity (verification process) for medical devices that have been approved by countries recognised by MDA.

(8) It identifies the requirements of verification process, eligibility of CAB to perform the verification process and the manner in which MDA approves certificate and report issued by CAB after the verification process has been completed.

(9) It also provides AR, manufacturer and CAB with suggestion on the indicative man-hour for the verification process.

C. Scope and application

(10) This appendix prescribes requirements for verification process for medical devices that have been subjected to conformity assessment and approved by regulatory authorities or notified bodies recognised by MDA.

(11) It is applicable to all medical devices that have been subjected to conformity assessment and approved by any of the recognised foreign regulatory authorities or notified bodies with respective approval type as shown in Table 1, except for those which are exempted from registration in Malaysia.

Table 1: Recognised foreign regulatory authorities and notified bodies and the respective approval types eligible for conformity assessment by way of verification process

Recognised foreign regulatory authority or notified body	Approval Type
(i) Therapeutic Goods Administration (TGA) Australia	TGA licence
(ii) Health Canada, Canada	Health Canada medical device licence
(iii) Notified bodies listed in New Approach Notified and Designated Organisations (NANDO) database of European Union (EU)	<ul style="list-style-type: none">• EC Certification (CE Marking) against EU MDD, EU IVDD and EU AIMDD; or• EC Certification (CE Marking) against EU Medical Device Regulations and EU IVD Regulations; or• Listed in European Database on Medical Devices (EUDAMED)
(iv) Ministry of Health, Labour and Welfare (MHLW) Japan	<ul style="list-style-type: none">• Pre Market Certification from a Japanese Registered Certification Body (RCB and PMDA).• Pre Market Approval from MHLW.

Recognised foreign regulatory authority or notified body	Approval Type
(v) Food and Drug Administration (FDA), United States of America (USA)	<ul style="list-style-type: none"> • US FDA 510(k) clearance letter • US FDA pre-market approval (PMA) letter
(vi) Medicines & Healthcare products Regulatory Agency (MHRA), United Kingdom	For Great Britain and Northern Ireland <ul style="list-style-type: none"> • Public Access Database for Medical Device Registration; or • UKCA Certification; or • EC (CE Marking) and UKNI Certification
(vii) Other foreign regulatory authorities or notified bodies	To be determined by MDA from time to time

(12) Medical devices which have not obtained any approval by regulatory authorities or notified bodies listed in Table 1 is required to undergo **full conformity assessment** by any registered CAB in accordance with the requirements stipulated in Section 7(1)(a) of Act 737.

D. Legal Basis

(13) Section 7(1)(a) of Act 737 prescribes that upon receipt of an application made under Section 6 of the Act, MDA being satisfied that the medical device has been subjected to the conformity assessment procedures to be carried out by the CAB, MDA may register the medical device for a prescribed period.

(14) Section 10(1) of Act 737 prescribes that a CAB shall be a body registered under this Act to carry out conformity assessment of a medical device to be registered.

(15) For the purpose of product registration, it is further required that all medical devices shall be subjected to conformity assessment to demonstrate its conformity to the requirements as specified in Third Schedule of Medical Device Regulation (MDR) 2012.

E. Eligibility of CABs to conduct verification process

(16) Section 10 of Act 737 prescribes that conformity assessment of medical device shall be carried out by CAB. Hence, it is pertinent that the CABs shall carry out the conformity assessment with due diligence and adhering to all the regulatory requirements as stipulated in Act 737 and its subsidiary legislations. The CABs shall be independent and impartial with regards to the performance of its conformity assessment duties as stipulated in Section 10(3)(a) of Act 737 and paragraphs 9(2) and 9(7) of Fourth Schedule of MDR 2012.

(17) The following criteria shall apply for the eligibility of CABs for performing conformity assessment of a medical device by way of verification process—

(i) For medical devices which have been subjected to conformity assessment by recognised foreign regulatory authorities in Table 1, the verification process of

the said medical device may be carried out by any CABs registered under Act 737;

- (ii) Where a medical device has its conformity assessment already carried out by a recognised foreign notified body in Table 1, then the subsidiary of the foreign notified body registered as CAB under Act 737 shall not be allowed to do verification on the same medical device. However, it may be carried out by any other CABs registered under Act 737;
- (iii) Where a medical device has its conformity assessment already carried out by any other regulatory authorities recognised by MDA from time to time, then the criteria in (ii) shall apply; and
- (iv) The CABs which are eligible to conduct verification process shall have been registered with at least one scope under Medical Device Technical Area (Appendix 1 of Fourth Schedule MDR 2012). Example: A CAB with registered scope of MD 0203 may conduct verification process on a medical device under any Medical Device Technical Areas.

F. Conformity assessment elements and parameters to be verified by CAB

(18) The parameters to be verified by CAB in its verification process shall comprise of the conformity assessment elements as stipulated in Third Schedule of MDR 2012 as follows—

- (i) Conformity assessment of quality management system;
- (ii) Conformity assessment of post market surveillance system;
- (iii) Conformity assessment of technical documentation; and
- (iv) Conformity assessment of declaration of conformity.

(19) The extent of verification activities will depend on the class of the medical device.

G. Verification steps for a Class B, C or D medical device

(20) Verification steps and parameters to be verified by CAB for a Class B, C or D medical device are described in Figure A and Table 2 respectively.

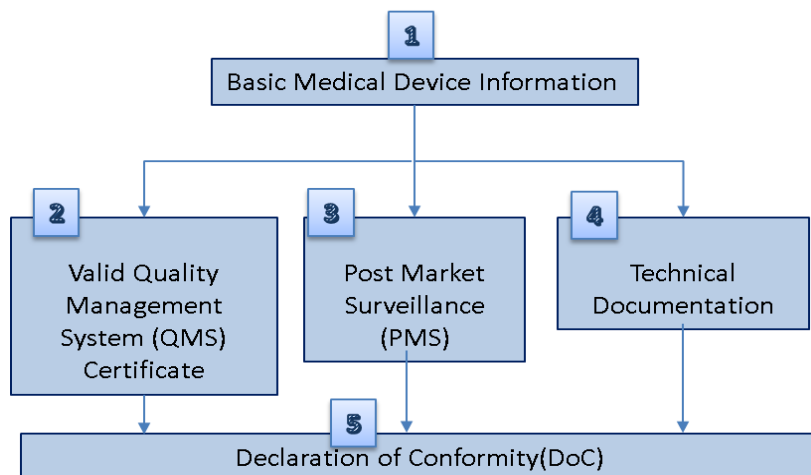


Figure A: Verification steps for a Class B, C or D medical device

Table 2: Verification steps and parameters to be verified for a Class B, C or D medical device

Step	Parameters to be verified
1) Basic Medical Device Information	(i) It shall be a medical device, based on intended use as described in technical documentation; (ii) The intended use/indication for use shall be the same as what has been approved by the recognised country; (iii) Classification and application of risk classification rule shall be in accordance with Appendix 1 of First Schedule MDR 2012; and (iv) Grouping of medical device shall be in accordance with Rule of Grouping in Second Schedule MDR 2012.
2) Valid QMS Certificate	(i) Authenticity of the manufacturer's QMS certificate, eg ISO 13485 or other equivalent QMS certificate, issued by foreign recognised notified body or regulatory authority granting the certificate; (ii) Scope of QMS of the manufacturer of medical device as required by Third Schedule of MDR 2012; and (iii) All certificates submitted shall be within validity period
2) Post-market surveillance (PMS)	(i) List of reported ongoing incident globally (if applicable); (ii) List of incidents that have been resolved for the past 3 years (if applicable); and (iii) Date of last audit.
3) Technical documentation	(i) Authenticity and validity of CE mark certificate and/or evidence of approval by recognised foreign regulatory authority; (ii) Common Submission Dossier Template (CSDT); (iii) Any claims of intended use on labels and labelling shall be consistent with information on intended use provided in step 1; (iv) Labelling shall be in accordance with Sixth Schedule MDR 2012,
4) Declaration of Conformity (DoC)	DoC including supporting documents prepared according to Appendix 3 Third Schedule MDR 2012.

H. Recommended man-hours for issuance of certificate

(21) The recommended man-hours for a CAB to perform the verification process, including report writing and issuance of certificates for all classes of medical devices is 2 hours per application.

I. Conformity assessment (by way of verification on evidence of conformity) report and certificate

(22) CAB shall only issue the conformity assessment (verification) certificate upon completion of verification of all evidence of conformity and the report has been reviewed and checked independently.

(23) Conformity assessment report by way of verification shall contain the following—

- (i) Details of CAB that include the name, address and registration number of the CAB and the name of personnel conducting the verification process;
- (ii) Details of AR or manufacturer applying for verification process that include the name, address, establishment license number and contact number of the AR or manufacturer;
- (iii) Details of medical device that include the name, classification and manufacturer of the medical device;
- (iv) Verification review result against Table 2 and 3;
- (v) The report shall be signed by the personnel conducting the verification process; and
- (vi) The CAB may use report template as shown in Annex A.

(24) The elements of certificate of conformity by way of verification shall be as per the template in Annex B.

(25) The certificate shall be valid for 5 years.

Annex A
(normative)

Conformity Assessment Report Template

[-----]
CAB Letterhead
[-----]

Conformity Assessment Report

(By way of verification of evidence of conformity)

Details of CAB	
Name of CAB	
Address	
CAB Registration No.	
Medical Device Technical Areas (Code)	
Details of establishment applying for verification process	
Manufacturer/AR Name:	
Manufacturer/AR address:	
Establishment license No:	
Details of medical device	
Name of medical device	
Classification and classification rules	
Manufacturer of medical device	
Grouping of medical device (single, family, system, set or IVD cluster)	

No	Verification Review items	Review result		Remarks
		Evidence to be examined	Result (comply/no)	
1)	Conformity assessment of QMS			
(i)	Authenticity of the manufacturer's QMS certificate, eg ISO 13485 or other equivalent QMS certificate, issued by foreign recognised notified body or regulatory authority granting the certificate	Name of RA or NB:		
(ii)	Scope of QMS of the manufacturer of medical device as required by Third Schedule of MDR 2012	Scope of certificate: Certificate no:		
(iii)	All certificates submitted shall be within validity period	Date of issue:		
(iv)	Notified body shall be a valid notified body	Expiry date:		
(v)	Notified bodies listed in New Approach Notified and Designated Organisations (NANDO) database of European Union (EU)	Register No:		
2)	Conformity assessment of PMS			
(i)	List of reported ongoing incident globally (if applicable)	List of ongoing incidents:		
(ii)	List of incidents that have been resolved for the past 3 years (if applicable)	List of incidents resolved:		
(iii)	Date of last audit	Date of last audit:		
3)	Conformity assessment of technical documentation			
(i)	Any claims of intended use on labels and labelling shall be consistent with information on intended use provided in step 1	(i) Label? (Yes/No) (ii) MD name: (iii) Intended use: (iv) Legal manufacturer:		
(ii)	Labelling shall be in accordance with Sixth Schedule MDR 2012	Labelling according to Sixth Schedule MDR 2012?		
(iii)	Aspects of manufacturing processes concerning-- a) securing and maintaining sterile conditions b) conformity with metrological requirements	Evidence available? eg sterilization report stating that packaging material and expiry date achievable with the method of sterilization employed Evidence available? eg calibration certificate		

No	Verification Review items	Review result		Remarks
		Evidence to be examined	Result (comply/no)	
(iv)	c) conformity with active medical device requirements Authenticity and validity of CE mark certificate and/or evidence of approval by recognised foreign regulatory authority	Evidence available? eg IEC 60601 test certificate (i) CE mark (including Annex, certificate) or letter/certificate issued by foreign regulatory authority (ii) Certificate no: (iii) Annex: (iv) Date of issue: (v) Date of expiry: (vi) Scope of certificate: (vii) Manufacturing site:		
(v)	Common Submission Dossier Template (CSDT)	(i) All relevant elements of CSDT (including EPSP) (ii) Conform to template? (Yes/No) (iii) All headers included? (Yes/No) (iv) CSDT prepared by manufacturer? (Yes/No)		
(vi)	Any claims of intended use on labels and labelling shall be consistent with information on intended use provided in step 1	(i) Label? (Yes/No) (ii) MD name: (iii) Intended use: (iv) Legal manufacturer:		
(vii)	Labelling shall be in accordance with Sixth Schedule MDR 2012	Labelling according to Sixth Schedule MDR 2012?		
4)	Conformity assessment of declaration of conformity Declaration of conformity including supporting documents prepared according to Appendix 3 Third Schedule MDR 2012	(i) Is DoC available? (Yes/No) (ii) Is DoC conform to template? (Yes/No) (iii) Supporting documents available? a) List of device? b) List of standards? (iv) Validity of DoC		

No	Verification Review items	Review result		Remarks
		Evidence to be examined	Result (comply/no)	
		a) Date issued (v) DoC signed by manufacturer? (Yes/No)		
5)	Conclusion of verification Conclusion and recommendation	(i) Satisfactory/Not satisfactory (ii) Recommended for issuance of certificate (iii) Pending for outstanding documents (iv) Remarks are rectified		

Prepared by:

Name and signature of technical personnel:

Date:

Annex B
(normative)

Certificate of Conformity Template

< CAB Name & Logo >

Certificate of Conformity

(by way of verification on evidence of conformity)

This is to certify that : < Name of client >
< Address of client >

Holds certificate No: < Certificate No >

Scope:

On the basis of our verification on evidence of conformity of medical device approved by **recognised foreign regulatory authorities and/or notified bodies** for the medical device below.

< list of medical device, class and manufacturer >

For and on behalf of < Name of CAB >

Signed by: < Certification Manager >

Effective Date:

Expiry Date:

CAB Registration No:

Annex C
(informative)

List of changes

No	Item amended	Original Version	Revision 1	Revision 2	Revision 3	Revision 4
1	Title	Directive on Conformity Assessment for the purpose of registration of medical device under Medical Device Act 2012 (Act 737) : Verification Of Evidence Of Conformity Of Imported Medical Device	Conformity Assessment Procedures For Medical Device Approved By Recognised Countries	No change	No change	No change
2	Scope	Covers conformity assessment to be conducted by CAB on the evidence of conformity collected by the local ARs of the imported medical device	Covers conformity assessment to be conducted by CAB on the evidence of conformity collected by manufacturer or ARs of the medical devices whether imported or locally manufactured.	No change	No change	No change

No	Item amended	Original Version	Revision 1	Revision 2	Revision 3	Revision 4
3	Eligibility of CABs to conduct verification process	Requirement of CAB	Additional requirement: The CABs which are eligible to conduct verification process shall have been registered with at least one scope under Medical Device Technical Area (Appendix 1 of Fourth Schedule MDR 2012).	No change	No change	No change
4.	Conformity assessment elements and parameters to be verified by CAB	Parameters to be verified explained in Table 2	Table 2 replaced with: <ul style="list-style-type: none"> • new Table 2: Verification steps and parameters to be verified for Class A (active, sterile or measuring function) medical device • new Table 3: Verification steps and parameters to be verified for a Class B, C or D medical device 	No change	No change	No change
5.	Recommended man-hours for issuance of certificates	Explained in Table 3. Man-hours vs medical device class	2 man-hours per application for all classes of medical devices	No change	No change	No change

No	Item amended	Original Version	Revision 1	Revision 2	Revision 3	Revision 4
6	Templates for verification Report and template for Certificate of Conformity	Not provided	Introduced in Annex A and B	No change	No change	No change
7	Table 1: Recognised foreign regulatory authorities and notified bodies	Provided	Provided	Added Annex III, EC declaration of conformity (Section 1 to 5 of Annex III). Applicable for only Class B IVD medical device in accordance with Medical Device Regulation 2012, in approval type from EU notified bodies in Table 1	No change	<p>1. Addition of approval type issued by NB:</p> <ul style="list-style-type: none"> • EC Certification (CE Marking) against EU Medical Device Regulations and EU IVD Regulations; or • Listed in European Database on Medical Devices (EUDAMED) <p>2. Addition of MHRA, UK as recognised foreign RA and its approval type for Great Britain and Northern Ireland</p> <ul style="list-style-type: none"> • Public Access Database for Medical Device Registration; or • UKCA Certification; or

No	Item amended	Original Version	Revision 1	Revision 2	Revision 3	Revision 4
						<ul style="list-style-type: none"> • EC (CE Marking) and UKNI Certification
8	Annex A. Conformity Assessment Report Template	Not provided	Not provided	<p>Added Medical Device Technical Areas Code in Conformity Assessment Report Template</p> <p>Added register number of Notified bodies listed in New Approach Notified and Designated Organisations (NANDO) database of European Union (EU) as evidence to be examined for verification process</p>	No change	No change
9	Verification steps for Class A (active, sterile or with measuring function) medical device	Provided	Provided	Provided	Removed	Removed