

# Eurotherm versadac™ Scalable Data Recorder and 21 CFR Part 11

(Auditor Option)

**Eurotherm®**



## Regulatory compliance considerations

As part of our ongoing commitment to assist with compliance to 21 CFR Part 11 requirements, this data sheet is intended to demonstrate how Eurotherm uses its expertise and domain knowledge to address the various requirements outlined in the 21 CFR Part 11 regulation.

Each sub-section being considered is identified in the header of the tables below, and the statements within each table are accompanied by a commentary demonstrating how the Eurotherm solution aids compliance.

### Sub Part B - Electronic records

#### 11.10 Controls for closed systems

Persons who use closed systems to create, modify, maintain, or transmit electronic records shall employ procedures and controls designed to ensure the authenticity, integrity, and, when appropriate, the confidentiality of electronic records, and to ensure that the signer cannot readily repudiate the signed record as not genuine. Such procedures and controls shall include the following:

(a) Validation of systems to ensure accuracy, reliability, consistent intended performance, and the ability to discern invalid or altered records.

Eurotherm offer assistance in validating products to Good Automated Manufacturing Process (GAMP) guidelines. Original data is recorded in files that are in a binary, compressed and checksummed format, proprietary to Eurotherm. Details are not published.

The viewing tool rejects invalid/altered (i.e. incorrectly checksummed) records. Extensive testing is carried out by Eurotherm Ltd, an ISO 9001 certified company.

Validation (and maintenance of the validated state) is further supported by automatic incrementing of configuration/security version numbers each time a change is saved. These numbers are stored in the audit trail.

These numbers are also available as 'maths' functions to allow them to be trended if the customer requires this.

(b) The ability to generate accurate and complete copies of records in both human readable and electronic form suitable for inspection, review, and copying by the agency. Persons should contact the agency if there are any questions regarding the ability of the agency to perform such review and copying of the electronic records.

True, accurate and complete copies are available through the use of Eurotherm Data Reviewer. True, accurate and complete electronic copies are available by copying the raw data files, or by setting up a 'PDF printer' (requires Adobe Acrobat or similar) in order to export graphs in PDF format.

The product also supports direct connection of an ASCII printer to which values, messages and reports can be logged.

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<p>(c) Protection of records to enable their accurate and ready retrieval throughout the records retention period.</p>	<p>On the recorder, files are held internally in Flash memory then archived to removable media and/or via a network to an FTP server. Data can also be periodically pulled from the product using Eurotherm Data Reviewer. Once data has left the recorder, the strategy for security and backup of data remains the responsibility of the user.</p>
<p>(d) Limiting system access to authorized individuals.</p>	<p>Individual password protected user accounts.</p>
<p>(e) Use of secure, computer-generated, time-stamped audit trails to independently record the date and time of operator entries and actions that create, modify, or delete electronic records. Record changes shall not obscure previously recorded information. Such audit trail documentation shall be retained for a period at least as long as that required for the subject electronic records and shall be available for agency review and copying.</p>	<p>Tamper resistant (embedded in the binary history file), computer generated, time-stamped runtime audit trail of batch start/stop, alarm acknowledgements, logins, signature details, configuration changes. Record changes do not obscure previous data. Audit trail data is embedded in the history file so maintaining retention alongside the records and availability for review/copying. Time synchronisation is available via SNTP.</p>
<p>(f) Use of operational system checks to enforce permitted sequencing of steps and events, as appropriate.</p>	<p>Interlocks can be achieved using the product configuration and relay outputs. The specifics are down to configuration. Predefined messages can be configured to prompt an operator for data. The operator can enter data via (signed) operator notes.</p>
<p>(g) Use of authority checks to ensure that only authorized individuals can use the system, electronically sign a record, access the operation or computer system input or output device, alter a record, or perform the operation at hand.</p>	<p>Individual password protected user accounts. Each user can have a unique set of access permissions or privileges to customize what they can do on the device.</p>
<p>(h) Use of device (e.g., terminal) checks to determine, as appropriate, the validity of the source of data input or operational instruction.</p>	<p>System events and input channel status are logged. Individual accounts can have remote access disabled in order to force changes to be made at the recorder.</p>
<p>(i) Determination that persons who develop, maintain, or use electronic record/ electronic signature systems have the education, training, and experience to perform their assigned tasks.</p>	<p>Procedural.</p>
<p>(j) The establishment of, and adherence to, written policies that hold individuals accountable and responsible for actions initiated under their electronic signatures, in order to detect record and signature falsification.</p>	<p>Procedural. However, Security Manager with support for Microsoft® Active Directory can be used to manage logins and password procedures.</p>
<p>(k) Use of appropriate controls over systems documentation including:</p> <p>(1) Adequate controls over the distribution of, access to, and use of documentation for system operation and maintenance.</p> <p>(2) Revision and change control procedures to maintain an audit trail that documents time-sequenced development and modification of systems documentation.</p>	<p>Procedural in accordance with ISPE Gamp® 5 guidelines and file configuration checksum management during change control.</p>

## 11.30 Controls for open systems

Persons who use open systems to create, modify, maintain, or transmit electronic records shall employ procedures and controls designed to ensure the authenticity, integrity, and, as appropriate, the confidentiality of electronic records from the point of their creation to the point of their receipt. Such procedures and controls shall include those identified in Sec. 11.10, as appropriate, and additional measures such as document encryption and use of appropriate digital signature standards to ensure, as necessary under the circumstances, record authenticity, integrity, and confidentiality.

The device is targeted for use within closed systems. However, the data stored is encrypted and passwords can be configured for use on all remote access. With appropriate external systems/procedures the product may be used in an open system.

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## 11.50 Signature manifestations

(a) Signed electronic records shall contain information associated with the signing that clearly indicates all of the following:

- (1) The printed name of the signer;
- (2) The date and time when the signature was executed;
- (3) The meaning (such as review, approval, responsibility, or authorship) associated with the signature.

Signed records contain printed name (ID), timestamp and meaning. Meaning includes signed/authorized, plus an automatically generated type (eg 'config' for a configuration change) plus an operator entered note.

(b) The items identified in paragraphs (a)(1), (a)(2), and (a)(3) of this section shall be subject to the same controls as for electronic records and shall be included as part of any human readable form of the electronic record (such as electronic display or printout).

Name (ID), timestamp and meaning are all embedded in the binary format history file.

## 11.70 Signature / record linking

Electronic signatures and handwritten signatures executed to electronic records shall be linked to their respective electronic records to ensure that the signatures cannot be excised, copied, or otherwise transferred to falsify an electronic record by ordinary means.

Signature manifestation is embedded in the binary format history file.

For hybrid systems, prints created via Eurotherm Data Reviewer for handwritten signature will always contain timestamp details, which permit recreation from the original data.

## Subpart C – Electronic signatures

### 11.100 General requirements

(a) Each electronic signature shall be unique to one individual and shall not be reused by, or reassigned to, anyone else.

The product complies with this requirement as no two user accounts can have the same user name. Expired accounts may remain in the system and are disabled. The number of user accounts is not limited within the software.

(b) Before an organisation establishes, assigns, certifies, or otherwise sanctions an individual's electronic signature, or any element of such electronic signature, the organisation shall verify the identity of the individual.

Procedural.

(c) Persons using electronic signatures shall, prior to or at the time of such use, certify to the agency that the electronic signatures in their system, used on or after August 20, 1997, are intended to be the legally binding equivalent of traditional handwritten signatures.

Procedural.

(1) The certification shall be submitted in paper form and signed with a traditional handwritten signature, to the Office of Regional Operations (HFC-100), 5600 Fishers Lane, Rockville, MD 20857.

(2) Persons using electronic signatures shall, upon agency request, provide additional certification or testimony that a specific electronic signature is the legally binding equivalent of the signer's handwritten signature.

### 11.200 Electronic signature components and controls

(a) Electronic signatures that are not based upon biometrics shall:

- (1) Employ at least two distinct identification components such as an identification code and password.
  - (i) When an individual executes a series of signings during a single, continuous period of controlled system access, the first signing shall be executed using all electronic signature components; subsequent signings shall be executed using at least one electronic signature component that is only executable by, and designed to be used only by the individual.
  - (ii) When an individual executes one or more signings not performed during a single, continuous period of controlled system access, each signing shall be executed using all of the electronic signature components.

Requires re-entry of the user ID and password during a signing. Both components will be required for all signings.

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<p>(2) Be used only by their genuine owner</p>	<p>Users can change their own passwords and no read access to passwords is provided. It is also possible to have logins timeout after a set period of inactivity; to limit the number of login retries before an account is disabled; to set a minimum length for passwords; and to force password expiry after a set number of days.</p>
<p>(3) Be administered and executed to ensure that attempted use of an individual's electronic signature by anyone other than its genuine owner requires collaboration of two or more individuals.</p>	<p>Users can change their own passwords and no read access to passwords is provided. It is further possible to force system administrator changes for user accounts to be authorised by a second individual.</p>

## 11.300 Controls for identification codes / passwords

<p>Persons who use electronic signatures based upon use of identification codes in combination with passwords shall employ controls to ensure their security and integrity. Such controls shall include:</p>	
<p>(a) Maintaining the uniqueness of each combined identification code and password, such that no two individuals have the same combination of identification code and password.</p>	<p>Providing user accounts are not deleted, all user names are forced to be unique.</p>
<p>(b) Ensuring that identification code and password issuances are periodically checked, recalled, or revised (e.g. to cover such events as password aging).</p>	<p>It is possible to force password expiry after a set number of days. If a user leaves, their account can be disabled.</p>
<p>(c) Following loss management procedures to electronically deauthorise lost, stolen, missing, or otherwise potentially compromised tokens, cards, and other devices that bear or generate identification code or password information, and to issue temporary or permanent replacements using suitable, rigorous controls.</p>	<p>Procedural – compromised accounts can be retired. On loss of password, the administrator may set a new password for an account which the account holder should then immediately replace by a password of their own.</p>
<p>(d) Use of transaction safeguards to prevent unauthorised use of passwords and/or identification codes, and to detect and report in an immediate and urgent manner any attempts at their unauthorised use to the system security unit, and, as appropriate, to organisational management.</p>	<p>It is possible to have logins timeout after a set period of inactivity; to limit the number of login retries before an account is disabled; to set a minimum length for passwords; and to force password expiry after a set number of days.</p> <p>Unsuccessful logins that disable accounts are detailed in the Audit Trail within the device.</p>
<p>(e) Initial and periodic testing of devices, such as tokens or cards, that bear or generate identification code or password information to ensure that they function properly and have not been altered in an unauthorised manner.</p>	<p>This event can also be used to drive a relay to operate a remote alarm if required.</p>

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