

DIFFRAC.SUITE

- White Paper

BRUKER AXS
21 CFR Part 11 Policy

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We have checked the contents of this manual for agreement with the hardware and software described. Since deviations cannot be precluded entirely, we cannot guarantee full agreement. However, the data in this manual are reviewed regularly and any necessary corrections are included in subsequent editions. Suggestions for improvement are welcome.

All configurations and specifications are subject to change without notice.

Order no. DOC-M88-EXX241 V1. Updated: July 17, 2013.

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Printed in the Federal Republic of Germany.

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BRUKER AXS 21 CFR Part 11 Policy

Interpretation
Implementation

"DIFFRAC.SUITE Part11"
- White Paper -

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1 PURPOSE

This document outlines Bruker AXS's interpretation of 21 CFR Part 11 requirements, and implementation into the DIFFRAC.SUITE Part11 software package.

2 GENERAL

DIFFRAC.SUITE Part11 is a software package for X-ray powder diffraction data acquisition and evaluation in cGxP / 21 CFR Part 11 regulated environments.

The software is being developed by applying a formal design process and product development life cycle according to Bruker AXS's ISO9001 certified product development procedures, based on cGAMP. Written standards exist such as coding standards, configuration management, programmer qualifications, software version control, maintenance, formal testing of software/hardware, incident reporting and tracking, and disaster recovery.

DIFFRAC.SUITE Part11 offers several tools to provide and guarantee authenticity, integrity and confidentiality of electronic records and electronic signatures including

- Secure system log-ins
- Automatic audit trail generation
- Electronic signatures with reports and data
- Network security with Windows
- Tamper proof data files with the ability to discern invalid or altered records

Bruker AXS also offers tools and expertise to help meeting the requirements of equipment qualification EQ (including design qualification DQ, installation qualification IQ, operation qualification OQ, and performance qualification PQ) for system validation (21 CFR Part 11, §B11.10a), which is the ultimate responsibility of the system owner.

3 SUPPORT FOR 21 CFR PART 11

DIFFRAC.SUITE Part11 is compliant to the requirements for a closed system as defined by 21 CFR Part 11. In section 11.3 a closed system is defined as

“an environment in which the system access is controlled by persons who are responsible for the content of electronic records that are on the system”.

Controls of closed systems and the security for closed systems are addressed in section 11.10:

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

The following sections outline, how system safety, audit trailing, electronic records and electronic signatures are implemented in DIFFRAC.SUITE Part11 to prevent fraud in the generation and signing of electronic records.

3.1 System safety

Operation of DIFFRAC.SUITE Part11 is possible using a local PC, PCs within a LAN or via Internet. Security is ensured due to a two-stage security system, that is the mandatory and independent Windows and DIFFRAC.SUITE Part11 secure logons. Logon can be restricted to any PCs using their unique IP address.

An administrator has to configure Windows secure logons for controlling access to the system and should also install and configure suited backup and disaster recovery procedures.

Successful login to the Windows system is required to launch and logon to DIFFRAC.SUITE, each login attempt to DIFFRAC.SUITE Part11 is added to the system audit trail (see section 3.2).

To prevent unauthorized access to the system, the maximum number of unsuccessful login attempts to a user account is limited and can be configured by the administrator. If the maximum number of unsuccessful login attempts is exceeded, the DIFFRAC.SUITE Part11 user account is disabled and must be reactivated by the administrator before it can be used again. If an account is deactivated a message is displayed informing about deactivation. The deactivation message is also added to the system audit trail (see section 3.2). If there are repeated failed logons the time between again opening the logon dialog will be increased considerably to prevent password guessing.

The combination of username and password is enforced to be unique by the system. Usernames cannot be reused, reassigned or deleted. The administrator can disable user accounts and set a new password, but cannot read any passwords of any user. He can also define the minimum length, expiration date or expiry period and configure a user login timeout.

DIFFRAC.SUITE Part11 defines a set of predefined user account levels configured with default rights: "IT Administrator", "Lab Manager", "Engineer" and "Operator". An "IT Administrator" can only modify the user rights, whereas a "Lab Manager" is the highest customer level. A "Lab Manager" can modify the rights and additionally change the instrument configuration and start and watch experiments. An "Engineer"

can start signed experiments and watch the experiment results, a “Operator” can only start experiments.

The group rights of every group can be configured by the customer according to his company regulations.

3.2 Audit trails

DIFFRAC.SUITE Part11 uses a database to store the user data, the experiments, results and audit trails.

- The system **audit trail** automatically documents who has accessed the computer system and what operations he or she has performed during a given period of time such as logins, logouts, any configuration changes of user accounts or the instrument by the LabManager.
- New experiments, results and evaluations are stored in the database as **electronic records**. Those can be signed, and the signer, date/time is also written into the database and the audit trail.

The database is inaccessible by the customer and protected by user name and password.

Auditing trailing is always enabled, it cannot be disabled, nor can it be bypassed. Audit trails always record the event type, the username of the person causing the event, the date/time of the event, and all operator entries. Audit trails are stored into the database, and can be read by DIFFRAC.SUITE.

3.3 Electronic records

21 CFR Part 11 defines electronic records as

"any combination of text, graphics, data, audio, pictorial, or other information representation in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system".

In DIFFRAC.SUITE Part11 typical electronic records comprise instrument configuration files, experiments, measurement (raw) data files and files containing evaluation results created by application software. For each file an electronic record audit trail is automatically created and stored into the database.

For data evaluation all evaluation steps performed within application software are recorded in an electronic record audit trail which is automatically associated with result files written by this software package. Whenever the user decides to save new evaluation results as a results file, this file can be electronically signed (section 0) and will be added to the database as a new revision. The related electronic record audit trail allows to unambiguously link these different revisions with the respective evaluation steps performed.

All electronic records are protected from both modification and deletion by the database. The database itself is inaccessible by the user and protected by username and password.

The readability of all file formats is guaranteed by the respective application software throughout a minimum retention period at least as long as that required for the subject electronic records. Archiving and restoring of the database is possible from DIFFRAC.SUITE.

3.4 Electronic signatures

In DIFFRAC.SUITE Part11 non-biometric electronic signatures are implemented and include both the user name and the full printed name of the signer, the date and time when signed. The identity of the user is verified at login to DIFFRAC.SUITE Part11 (section 3.1).

All sessions are treated as non-continuous sessions, signing always requires username and password. Each electronic signing is logged into both the system audit trail and the respective electronic record audit trail (section 3.2).

An electronic signature is stored in the database in the same electronic record that is signed and therefore directly linked to the electronic record. The database is inaccessible by the user and protected by username and password.

As an alternative to electronic signatures DIFFRAC.SUITE Part11 also allows to print and manually sign paper records, which are tamper protected and linked to the respective electronic record by a unique database id of the electronic record printed on each page of the paper record.

4 CHECKLIST

The following table lists the specific sections of the 21 CFR Part 11 rule and provides an explanation of how DIFFRAC.SUITE Part11 fulfills each of the FDA requirements.

Section	Requirement	Implementation
Electronic Records		
§B11.10	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:	DIFFRAC.SUITE Part11 is being developed by applying a formal design process and product development life cycle according to Bruker AXS's ISO9001 certified product development procedures, based on GAMP. DIFFRAC.SUITE Part11 offers several tools to provide and guarantee authenticity, integrity and confidentiality of electronic records and electronic signatures. Bruker AXS also provides tools to meet the requirements of EQ (including DQ, IQ, OQ, PQ).
(a)	Validation of systems to ensure accuracy, reliability, consistent intended performance, and the ability to discern invalid or altered records.	It is the responsibility of system owners to validate their applications using an established life cycle methodology. DIFFRAC.SUITE Part11 protects electronic records by a password protected database. Audit trails record all changes to electronic records.
(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.	DIFFRAC.SUITE Part11 is using proprietary file formats, and saves all electronic records together with their related electronic record audit trail in a database. Audittrails are also written into the database and can be read with DIFFRAC.SUITE. The readability of all proprietary file formats is guaranteed by DIFFRAC.SUITE Part11 throughout a minimum retention period at least as long as that required for the subject electronic records.
(c)	Protection of records to enable their accurate and ready retrieval throughout the records retention period.	Electronic records are protected against tampering by a username/password protected database. System security, archiving and disaster recovery are within the responsibilities of the system owner.

Section	Requirement	Implementation
(d)	Limiting system access to authorized individuals.	<p>System access requires independent Windows and DIFFRAC.SUITE Part11 secure logons, which are to be configured and maintained by the system owner.</p> <p>DIFFRAC.SUITE Part11 predefines a set of predefined user accounts configured with default rights. A LabManager can modify the rights of subordinated accounts and also create new accounts. He can also define password aging, minimum password length, username and password uniqueness, user login timeouts and considerably increased time between login trials after a number of unsuccessful login attempts.</p> <p>The system audit trail protocols all administrator and user activities related to the access to the DIFFRAC.SUITE Part11 system.</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>DIFFRAC.SUITE Part11 uses two audit trail types, the system audit trails recording any events related to the DIFFRAC.SUITE Part11 system, and the electronic record audit trail which is saved with its related electronic records in the database.</p> <p>Auditing trailing is always enabled and cannot be disabled or be bypassed. Audit trails always record event type, username, date/time, and all operator entries. All audit trails are written into the database and can be read with DIFFRAC.SUITE.</p> <p>Electronic records cannot be modified or deleted. New electronic records created e.g. as a result of data evaluation are added to the database as a new electronic record. The electronic record audit trail records all evaluation steps and unambiguously links them to the related revisions.</p>
(f)	Use of operational system checks to enforce permitted sequencing of steps and events, as appropriate.	Not applicable. System steps or events are not defined in DIFFRAC.SUITE.
(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>DIFFRAC.SUITE Part11 provides controls to limit system access to authorized individuals as described in §B11.10d.</p> <p>It is the system owner's responsibility to verify the identity of the individual to whom an electronic signature will be issued.</p>
(h)	Use of device (e.g., terminal) checks to determine, as appropriate, the validity of the source of data input or operational instruction.	Not applicable. Instruments operated with DIFFRAC.SUITE Part11 are stand-alone units.

Section	Requirement	Implementation
(i)	<p>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>Bruker AXS trains its personnel according to its quality procedure, Q521. Training includes GxP and 21 CFR Part 11 requirements, where applicable. Bruker AXS is ISO 9001 certified and follows these guidelines when developing all products.</p> <p>It is the system owner's responsibility to ensure all persons operating DIFFRAC.SUITE Part11 have the necessary levels of education, training, and experience to perform their assigned tasks.</p> <p>Bruker AXS provides a comprehensive selection of training classes for system owner's service personnel and end-users.</p>
(j)	<p>The establishment of, and adherence to, written policies that hold individuals accountable and responsible for actions initiated under their electronic signatures, in order to deter record and signature falsification.</p>	<p>Not applicable. System owner's responsibility.</p>
(k)	<p>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>Bruker AXS provides all necessary documentation with the delivery of any system and also provides checks as part of the IQ procedure.</p> <p>System owner's responsibility.</p> <p>System owner's responsibility. All software and firmware, as well as printed documentation supplied by Bruker AXS, contain version information that can be incorporated into the system owner's documentation control system.</p>
§B11.30	<p>Controls for open systems</p> <p>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 §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.</p>	<p>Not applicable. DIFFRAC.SUITE Part11 is compliant to the requirements for a closed system</p>

Section	Requirement	Implementation
<p>§B11.50</p> <p>Signature manifestations</p> <p>(a)</p> <p>(b)</p>	<p>Signed electronic records shall contain information associated with the signing that clearly indicates all of the following:</p> <p>(1) The printed name of the signer</p> <p>(2) The date and time when the signature was executed</p> <p>(3) The meaning (such as review, approval, responsibility, or authorship) associated with the signature</p> <p>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).</p>	<p>DIFFRAC.SUITE Part11 supports non-biometric electronic signatures including name of the signer, the date and time when signed, and the meaning of the signature.</p> <p>The identity of the user is verified at login to DIFFRAC.SUITE.</p> <p>All electronic signings are recorded in the electronic record's audit trail in human readable form.</p>
<p>§B11.70</p>	<p>Signature/record linking</p> <p>Electronic signatures and hand-written 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.</p>	<p>In DIFFRAC.SUITE Part11 electronic records and paper records are linked using unique database id's. Those are printed on each page of the paper record.</p> <p>Electronic signatures are stored as electronic records in the database. The database is not accessible by the customer/user and protected by username and password.</p>
<p>§C11.100</p> <p>(a)</p> <p>(b)</p>	<p>General requirements</p> <p>Each electronic signature shall be unique to one individual and shall not be reused by, or reassigned to, anyone else.</p> <p>Before an organization establishes, assigns, certifies, or otherwise sanctions an individual's electronic signature, or any element of such electronic signature, the organization shall verify the identity of the individual.</p>	<p>Electronic signatures are always based on the unique combination of user name and password, enforced by DIFFRAC.SUITE.</p> <p>User names cannot be reused, reassigned or deleted.</p> <p>Not applicable. It is the system owner's responsibility to verify the identity of the individual to whom an electronic signature will be issued.</p>

Section	Requirement	Implementation
(c)	<p>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.</p> <p>(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.</p> <p>(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.</p>	Not applicable. System owners responsibility.
§C11.200	Electronic signature components and controls	
(a)	<p>Electronic signatures that are not based upon biometrics shall:</p> <p>(1) Employ at least two distinct identification components such as an identification code and password.</p> <p>(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.</p> <p>(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.</p> <p>(2) Electronic signatures that are not based upon biometrics shall be used only by their genuine owners</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>Signing always requires a combination of username and password which is enforced to be unique by the system.</p> <p>Not applicable. Sessions are handled as non continuous sessions in general. Signing always requires user name and password.</p> <p>Not applicable. Sessions are handled as non continuous sessions in general.</p> <p>Not applicable. System owner's responsibility.</p> <p>No individual including administrators can read the password of any user.</p>
(b)	Electronic signatures based upon biometrics shall be designed to ensure that they cannot be used by anyone other than their genuine owners.	Not applicable. Not supported.

Section	Requirement	Implementation
§C11.300	Controls for identification codes/passwords	
(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.	DIFFRAC.SUITE Part11 enforces an unique combination of username and password.
(b)	Ensuring that identification code and password issuances are periodically checked, recalled, or revised (e.g., to cover such events as password aging).	He can also define password aging, minimum password length, username and password uniqueness, and account lock-out after a reasonable number of unsuccessful login attempts. The system audit trail protocols all administrator and user activities related to the access to the DIFFRAC.SUITE Part11 system.
(c)	Following loss management procedures to electronically de-authorize 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.	In DIFFRAC.SUITE Part11 the administrator can disable user accounts and set a new password. The system audit trail protocols all administrator and user activities related to the access to the DIFFRAC.SUITE Part11 system. Cards or tokens are not used.
(d)	Use of transaction safeguards to prevent unauthorized use of passwords and/or identification codes, and to detect and report in an immediate and urgent manner any attempts at their unauthorized use to the system security unit, and, as appropriate, to organizational management.	The number of unsuccessful login attempts to a DIFFRAC.SUITE Part11 user account is limited and can be configured by the administrator. Exceeding the number of unsuccessful login attempts results in disabling of the DIFFRAC.SUITE Part11 user account, which must be reactivated by the administrator. Any login attempts and user account blockings are recorded by the system audit trail
(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 unauthorized manner.	Not applicable. Cards or tokens are not used.

5 GLOSSARY

Electronic Record:

Any combination of text, graphics, data, audio, pictorial, or other information represented in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

Electronic Signature:

A computer data compilation of any symbol or series of symbols executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature.

Handwritten Signature:

The scripted name or legal mark of an individual handwritten by that individual and executed or adopted with the present intention to authenticate writing in a permanent form.

Digital Signature:

An electronic signature based upon cryptographic methods of originator authentication, computed by using a set of rules and a set of parameters such that the identity of the signer and the integrity of the data can be verified.

Biometrics:

A method of verifying an individual's identity based on measurement of the individual's physical feature(s) or repeatable action(s) where those features and/or actions are both unique to that individual and measurable.

Closed System:

An environment in which system access is controlled by persons responsible for the content of electronic records on the system.

Open System:

An environment in which system access is not controlled by persons responsible for the content of electronic records on the system.

SHA checksum protection:

SHA (secure hash algorithm) is a procedure designed by NIST to calculate unique and secure checksums of electronic records.

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