

GMP Documentation – Get It Right|company

Good Documentation Practices: Clear, Correct and Traceable

Documentation is a key element of GMP and essential for patient safety. It is rarely the major errors that cause problems. More often, it is the small details in the documentation.

Get to grips with good documentation practices and avoid errors in your everyday work.

About the course

[Read about the benefits of a company course](#)

This course on good documentation practices focuses on ensuring basic traceability and data integrity in daily production and quality control. The course provides employees with a shared understanding, supporting better collaboration across the organisation.

The aim of the course is to give employees a clear understanding of regulatory requirements and fundamental data integrity principles, enabling them to identify and prevent data integrity breaches before they become a problem.

The course includes a thorough review of regulatory expectations, practical exercises in completing documentation and handling corrections.

What makes this course special is its close connection to employees' everyday work. We work with concrete cases and videos that demonstrate the consequences of inadequate documentation, based on the principle: "Do what is written and document what you do."

The training is delivered by experienced instructors with practical experience in regulatory requirements and documentation management within the life science industry. The training alternates between presentations, dialogue, case studies and exercises.

Target group

The course is aimed at academics and technicians who need an understanding of, or a refresher on, the requirements for good documentation practices.

Sign-up

Course

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Format

Half-day in-company course

Choose date and sign up

Hillerød 31. dec – 31. dec. 2040

What you gain

Benefits for employees

- You understand regulatory expectations for GMP documentation.
- You understand the importance of traceability and know how to write effective comments.
- You know how to correctly complete documentation and make corrections.

Benefits for the organisation

- Employees help ensure that your documentation meets regulatory requirements and expectations.
- Employees understand why traceability is important in GMP documentation.
- Employees contribute to consistent and correct documentation practices across the department.

Course program

During the course, we cover the following topics:

- GMP requirements for good documentation practices
- Completing documentation

Presentations with case studies and exercises.