GOOD DOCUMENTATION PRACTICES

Written by:	[Name]	**Signature/Date**	[YYYY/MM/DD]
Approved by:	[Name]	**Signature/Date**	[YYYY/MM/DD]

1. Purpose

1.1. This procedure outlines the way in which raw data and observations are recorded, to ensure entries are legible, accurate, and traceable.

2. Scope

2.1. This procedure applies to all controlled records (both digital and paper formats) in which data and/or observations are entered including forms, logs, and reports.

3. Responsibilities

3.1. **All Personnel:** To record data and observations using Good Documentation Practices (GDP), and to complete the Employee Signature Register (QA.FORM-002A).

3.2. **Quality Assurance Person(QAP)/Production Manager :** To verify that personnel follow Good Documentation Practices (GDP) and ensure that all initials and signatures are recorded on the Employee Signature Register (QA.FORM-002A).

4. Acronyms and Definitions

4.1. **Data:** Information, especially facts or numbers, that is collected to verify efficiencies and consistencies, determine non-conformances, and predict trends.

4.2. **Good Documentation Practices :** A standardized way to record data entries and observations to ensure that they are legible, traceable, and reproducible.

4.3. **Observation:** A statement or comment based on something seen, heard, or noticed.

5. Supporting Records

5.1. QA.FORM-002A : Employee Signature Register

6. Procedure

SOP TO BE CONTINUED…

© 2024 QualiCan QAP Services Inc.