WEBINAR: Good Documentation Practices in Food and Pharmaceutical Industries

LIVE WEBINAR
VIA ZOOM

Overview

Regulatory bodies, quality assurance experts, and external auditors often stress the importance of documenting events, stating that without documentation, an event is considered as mere hearsay. An efficient documentation system is necessary for a business producing food, health, and wellness products.

GDocP provides guidelines for creating, maintaining, and managing documents and records, making it essential for a Quality Management System, regardless of adherence to Food or Human Medicine GMP guidelines or the ISO 9000 series. Companies in the food and pharmaceutical sectors can benefit from comprehending and adhering to the principles and framework of GDocP.

Objectives

Upon completion of this training, the participants will be able to:

- Understand the basic principles, meaning, and importance of Quality Management System (QMS) documents.
- Know the different types of QMS documents.
- Know the importance of controlling QMS documents.
- Learn the techniques of controlling QMS documents.
- Understand the basic principles of Good Documentation Practices (GDocP).
- Know what are the common industry audit findings and how to comply with various GDocP requirements.

Who Should Participate

- Those who are working in Food Manufacturing and Pharmaceutical (Human Medicines) Companies
- Anyone assigned or involved in the following departments or areas: Quality Assurance (QA), Quality Control (QC), Production, Warehouse, Engineering, Support Group (Such as Administration, Human Resources, Accounting, and others)
- Those who are interested to learn or be refreshed in the basic principles and requirements of Documentation System in the context of regulated industry.

Key Topics

Part 1: Overview

- Terminologies
- Reason for Documentation
- Importance and Purpose of QMS Documentation
- Forms or Types of Document Media
- Types of QMS Documents
- Hierarchy or Level of QMS Documentation
- Documentation Life Cycle

Part 2: Documentation System

PLAN

- Standards / Regulatory Requirements for Documentation Systems
- Generation of Documents
- Change Control and Documentation
- Responsibility

DO

- Preparation of Documents
- Copy of QMS Documentation
- Good Documentation Practices
- Control of Documentation Systems
- Document to Control (Internal and External)

CHECK

Documentation Audit
- What to look for in Documentation
- Common Documentation Errors
- Common and Possible Audit Findings

ACT

- Continual Improvement

Part 3: Key Takeaways and Conclusion

Part 4: Question and Answer

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Duration

- 6 hours

Webinar Fee

- Php 3,500.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

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