AWARENESS TRAINING · GOOD PRACTICE (GXP)

Good Documentation Practice (GDocP) Training

Self-paced online training (video) · 10 modules · about 105 min of video · about 3 hours in total · English, with captions

Make GMP records that can be trusted: ALCOA+ in plain words, how to make, correct and sign entries, control forms, complete batch records and logbooks, and review what others wrote.

WHO IT IS FOR

Production operators and supervisors, quality control analysts, warehouse, engineering and maintenance staff, quality assurance reviewers, and new starters in pharmaceutical, biotech and active ingredient manufacturing.

WHAT YOU WILL LEARN

- Explain why GMP records matter and what inspectors look for
- Apply ALCOA and ALCOA+ to everyday entries
- Make, correct and sign entries the right way, at the time of the work
- Use controlled forms, batch records and logbooks correctly
- Keep printouts, true copies and records for the required time
- Review records and recognise the warning signs of poor practice

MODULES (10)

1. Why documentation matters
2. Instructions and records
3. ALCOA+: who and how
4. ALCOA+: when and what
5. ALCOA+: the whole record
6. Making and correcting entries
7. Controlled documents and forms
8. Batch records and logbooks
9. Lab records, copies and retention
10. Reviewing records

PRICE

US$19 per learner

Per learner, by team size

1–10 learners	**US$19**
11–50 learners	**US$15**
51–200 learners	**US$13**

Excluding taxes.

DURATION

About 3 hours in total (105 minutes of video)

MODULES

10

FORMAT

Self-paced online training (video)

LANGUAGE

English, with captions

ACCESS

12 months

CERTIFICATE

Sterling Academy Certificate of Completion

Scan for the course page, prices and enrolment