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Webinar on

How To Prepare A Standard Operating Procedure (SOP)

Learning Objectives

- *Record compliance with examples*
- *What are SOPs?, Important types of SOPs*
- *Minimum number for SOPs, Topics, and examples*
- *Why are they Important?*
- *What are their Benefits?*
- *What are their Limitations?*
- *SOPs and Guidelines*

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Steps to develop an SOP:

Process mapping

Authoring

Formatting and language

Editing

Authorizing

Training

Implementation

Revision/archiving (version control)

An SOP example and template

This webinar will instruct the participants how to write, maintain, and update SOPs to ensure compliance.

PRESENTED BY:

Dr. Afsaneh Motamed Khorasani, Ph.D., is a Medical and scientific Affairs expert and a Senior Scientist with a strong background in biomedical science and clinical trial/research. She has a tenured and diverse range of experience in medical affairs, basic and industrial clinical research and development, clinical trials, Medical and regulatory writing and intellectual property.

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On-Demand Webinar

Duration : 60 Minutes

Price: $200

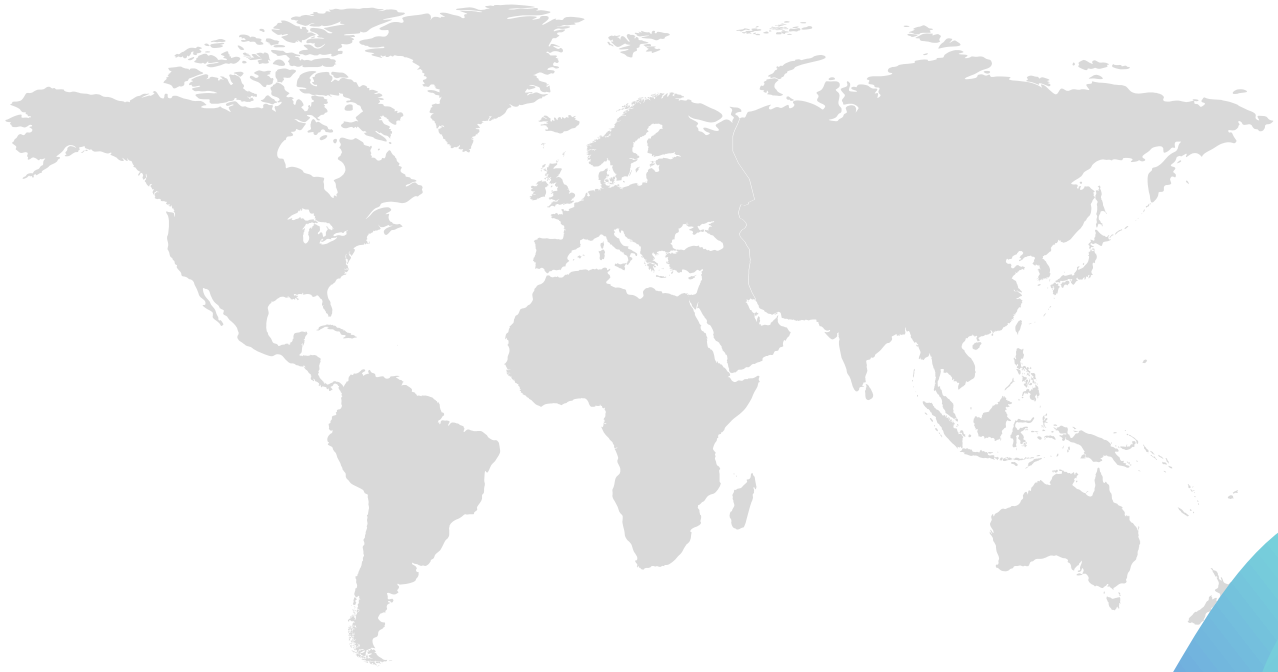
Webinar Description

Standard Operating Procedures (SOPs) are required for companies that are regulated. However, there is no guidance available by regulatory bodies on how to write, maintain, and update SOPs. Often, SOPs are prepared in a way that makes compliance difficult, leading to errors or delays that will be discovered during an audit. Technically, all FDA inspections include an SOP review and it is very important to have them designed such that they are easy to maintain and update.

This webinar will instruct the participants how to write, maintain, and update SOPs to ensure compliance.

Who Should Attend ?

Anybody who works in a regulated environment



Manufacturing,

R&D, Labs & Lab managers

Clinical trial personnel

Regulatory, Compliance

Audit, Quality

Scientists, Engineering

Documentation and Validation

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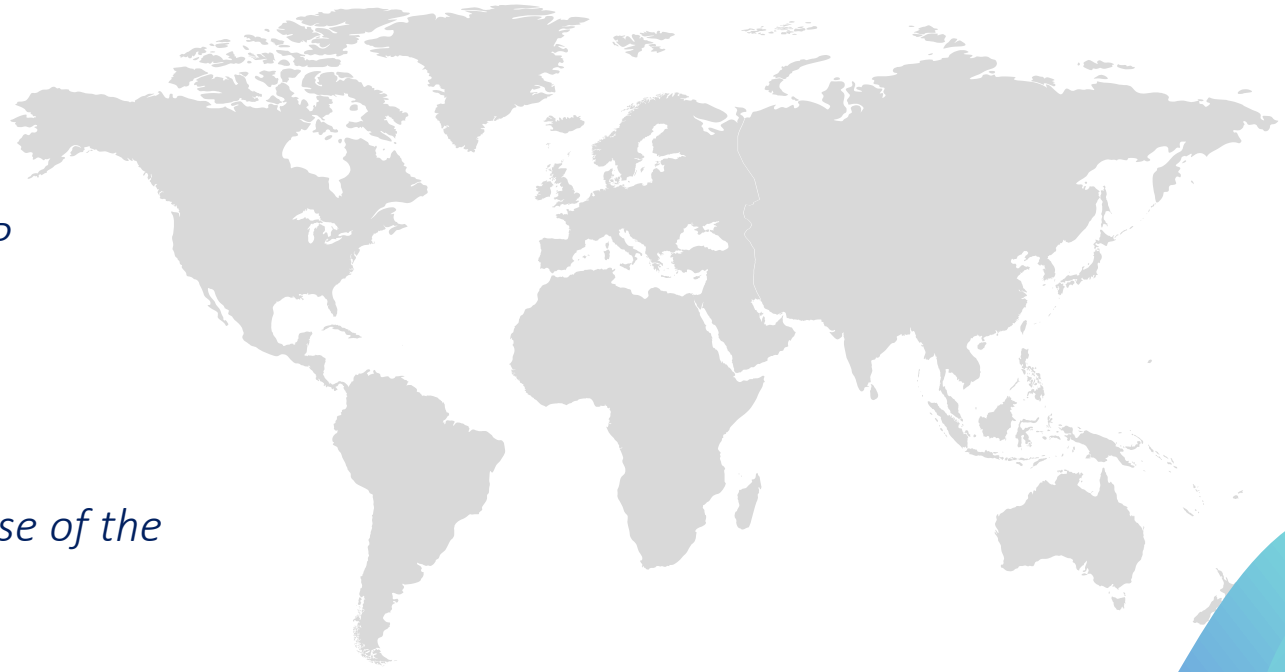
Why Should Attend ?

After this webinar, you will become familiar with the basics of how to generate a great SOP

How to remain compliant and yet not restrict the course of action

How to maintain the compliance over the course of the SOP lifetime



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