

Webinar on

Writing and Enforcing Effective Standard Operating Procedures (SOP)

Learning Objectives

Food and Drug Administration (FDA), the International Organization for Standardization (ISO) requirements for documentation

Effective written SOPs and work instructions

Mandates for documentation set forth by the regulators, such as the Food and Drug Administration (FDA), the International Organization for Standardization (ISO), and other governing bodies

Assessing and writing to the audience to produce effective written SOPs and work instructions

How the active and passive voices work and how to choose the most appropriate one for the type of writing you are doing

Reviewing and revising documents
Writing patterns and knowing the answers to your questions about the English language

This course addresses how to write effective SOPs, and work instructions in support of your company's activities.

PRESENTED BY:

Upon earning a degree in Zoology at North Carolina State University, Joy made her debut in the pharmaceutical industry in 1992 at Pharmacia & Upjohn performing Environmental Monitoring and Sterility Testing.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

This course addresses how to write effective SOPs, and work instructions in support of your company's activities.



Who Should Attend ?

QA and QC Managers

Quality Engineers

Validation Managers

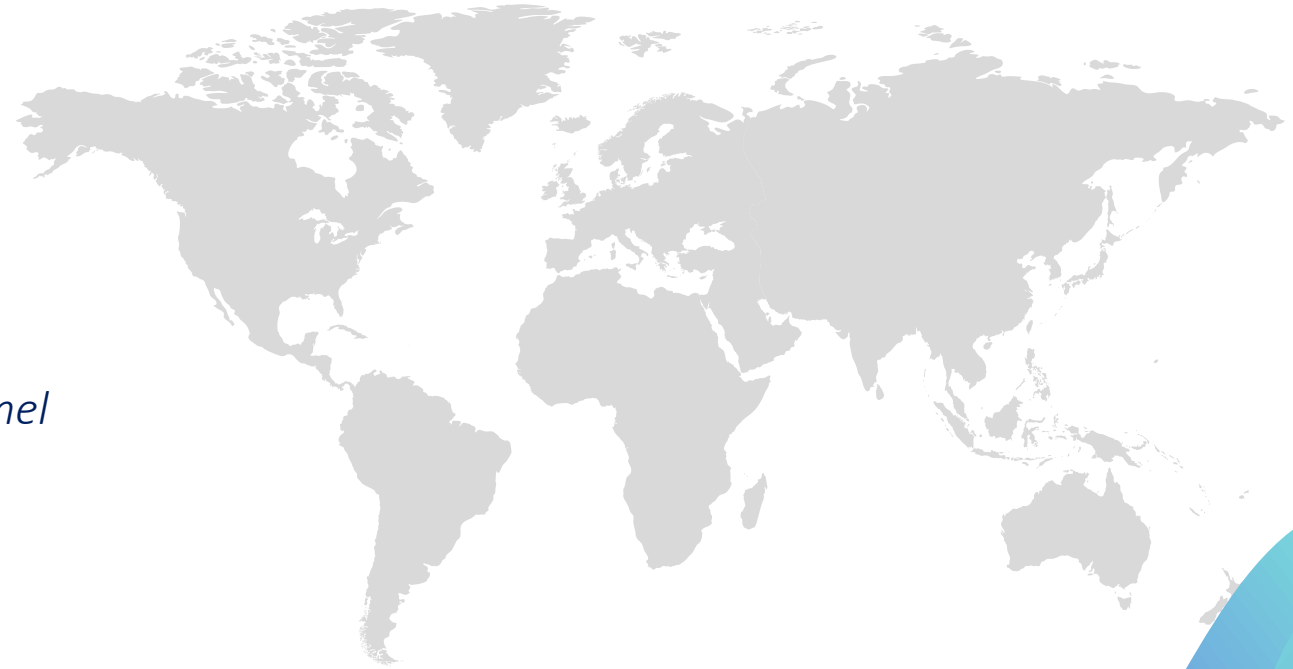
Validation Engineers and Specialist

Operations Managers

Regulatory Compliance Managers and Personnel

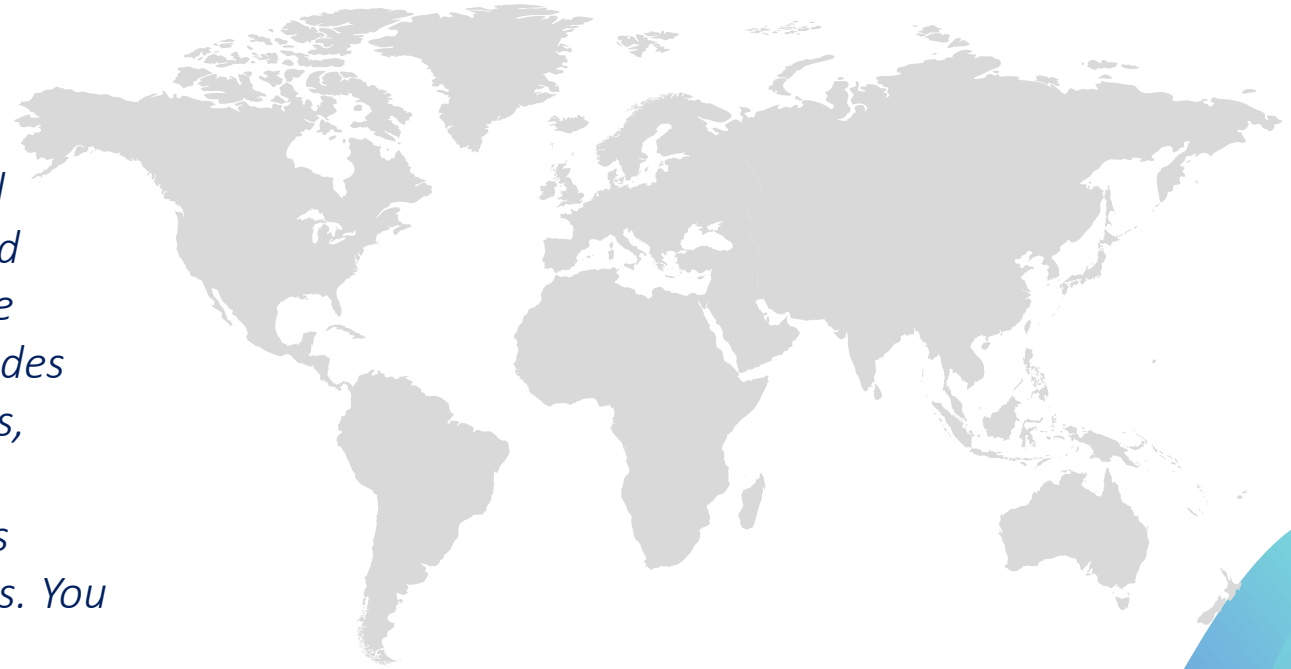
Analysts

Technical Writers



Why Should Attend ?

You will learn how to organize and deliver information for the intended audience. You will learn how to write clear and readable SOPs and Work Instructions, and how to revise and refine your own and others' writing. The course provides an overview of sound grammatical conventions, addresses problematic areas of the English language, and affords opportunities to address specific language issues, and specific audiences. You will also learn how to implement good documentation practices within your SOPs.



To register please visit:

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