

Standard Operating Procedure

Title: GMP Training

- Designing assessments and documentation, i.e. ensuring the content and level of assessment is linked to the training conducted; ensuring the assessment questions are appropriately worded.
- The method of assessment is appropriate.

2.4. Conducting and recording of assessment

It is the responsibility of the assessor to correctly record the assessment of an employee and return the record to the employees training file located with the relevant Line Manager.

2.5. Management Reporting

2.5.1. The GMP Training Officer is responsible for the following:

- Assess compliance of internal training programs to organisational requirements.
- Provide reports on current GMP compliance status for training.
- Maintain training records for QA.
- Compile performance KPIs (Key Performance Indicator) as required.
- Facilitate annual review of QA training requirements.

2.6. Training Coordination and Promotion

It is the responsibility of the management to coordinate the booking of GMP training in consultation with the Area Manager, and the GMP Training Officer if they are facilitating the program. This includes booking of sessions, notifying employees and their Managers of time, date, location and costs where relevant.

The GMP Training Officer will be responsible for the promotion and awareness of the courses to the business.

2.7. Recording and Archiving Training Assessment

2.7.1. It is the responsibility of the training officer and the line manager that, the individual employee's file is up to date. These files are stored in the Training Officer's office.

2.7.2. Recording of Course attendance and Assessment:

It is the responsibility of the GMP Training Officer to record all courses booked for GMP training.

Details must include:

- Title of course and course code
- Date/s of course
- Trainer's name
- Name of employees who attended
- Assessment results where appropriate (A copy of the original assessment document including the assessor's signature should be filed in the employee's individual training file.

2.7.3. It is the responsibility of line management to advise the Training Officer, if an employee has attended a GMP training course not centrally coordinated. GMP Training Officer will then record this information in the in the employee's individual training file.