



GMP SOP Action Items

Project Planning

- **Action Item:** Conduct a project meeting to define scope, objectives, timelines, and responsibilities.
- **Deliverable: Project Document**—includes project plan, scope of work, timeline, and stakeholder roles.

SOP Needs Assessment

- **Action Item:** Assess current SOPs and identify gaps or requirements for new SOPs based on GMP standards.
- **Deliverable: Needs Assessment Report**—summary of current SOPs, identified gaps, and recommendations for new or revised SOPs.

SOP Development

- **Action Item:** Develop new SOPs or revise existing ones based on identified needs and GMP requirements.
- **Deliverable: Custom SOPs**—new or revised SOP documents tailored to specific processes and GMP compliance.

SOP Review and Enhancement

- **Action Item:** Review developed or existing SOPs to ensure they meet GMP standards and incorporate feedback.
- **Deliverable: SOP Review Report**—feedback and recommendations for final revisions and enhancements.

SOP Implementation Support

- **Action Item:** Assist with the implementation of new or revised SOPs within the organization.
- **Deliverable: Implementation Plan**—detailed strategy for rolling out SOPs, including steps for integration and communication.

SOP Training and Education

- **Action Item:** Provide training sessions to educate staff on new or updated SOPs and ensure understanding.
- **Deliverable: Training Materials and Certification**—training programs, manuals, and certificates of completion for staff.

SOP Documentation Management

- **Action Item:** Implement a system for managing SOP documentation, including version control and archival.
- **Deliverable: Documentation Management Plan**—system for organizing and maintaining SOPs, ensuring compliance and accessibility.



SOP Compliance Audits

- **Action Item:** Conduct audits to verify adherence to SOPs and identify any areas for improvement.
- **Deliverable: SOP Compliance Audit Report**—findings from the audit, including adherence levels and recommendations for corrective actions.

GMP SOP Gap Analysis

- **Action Item:** Perform a gap analysis to identify discrepancies between current SOPs and GMP requirements.
- **Deliverable: Gap Analysis Report**—detailed documentation of compliance gaps with prioritized action items for remediation.

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