



## Nutraceuticals Compliance Set-Up Services Action Items

### **Initial Client Consultation**

Schedule a meeting with the client to discuss their specific compliance needs and objectives.

### **Conduct Regulatory Assessment**

Perform a comprehensive review of the client's products and current compliance practices to identify gaps.

### **Compile Required Documentation**

Gather and organize necessary documentation, including product specifications, safety data, and manufacturing records.

### **Develop Standard Operating Procedures (SOPs)**

Create tailored SOPs that align with FDA regulations and industry best practices for the client's operations.

### **Review Labeling Requirements**

Assist the client in creating compliant product labels and marketing materials, ensuring proper ingredient listings and health claims.

### **Implement Quality Management Systems (QMS)**

Design and set up a QMS that includes monitoring protocols and quality control measures specific to the client's products.

### **Conduct Training Sessions**

Organize and deliver training for the client's staff on compliance requirements, documentation processes, and quality management practices.

### **Prepare for Audits and Inspections**

Develop a checklist and conduct mock audits to prepare the client for FDA inspections and ensure readiness.

### **Establish Post-Market Surveillance Systems**

Implement processes for monitoring product performance, customer feedback, and adverse event reporting.

### **Schedule Follow-Up Reviews**

Plan periodic follow-up meetings with the client to review compliance status, address any emerging issues, and provide updates on regulatory changes.

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