Final GDocP Implementation Checklist

1. Governance and ownership

- [x] Approved global GDocP policy
- [x] Site responsibilities assigned
- [x] Quality oversight defined

2. Procedures and documents

- [x] Current SOPs and controlled templates
- [x] Document numbering and version control
- [x] Retention and archviral rules

3. People and training

- [x] Role-based GDocP training completed
- [x] Competency assessed
- [x] Refresher training scheduled

4. Systems and data integrity

- [x] Validated electronic systems
- [x] Access controls and electronic signatures
- [x] Audit trails reviewed
- [x] ALCOA+ controls implemented

5. Operations and records

- [x] Entries made contemporaneously
- [x] Corrections made with a single-line strike-through, date, reason and initials
- [x] Records reviewed and approved

6. Assurance and improvement

- [x] Self-inspections scheduled
- [x] Deviations and CAPA tracked
- [x] Metrics monitored
- [x] Periodic management review completed

Ready for implementation when every box is evidenced.

ISHA'S GMP
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