

# GMP Auditor Training

**11 & 12 April 2011, New Jersey, USA**

**9 & 10 May 2011 - London**

**7 & 8 November 2011 - London**

This 2 day course is aimed at Quality Assurance auditors and production management for Level 2 internal audits and supplier auditing.

To be a business benefit rather than a drain on resources, your auditing programmes must be integral to continuous improvement. The key to effective internal auditing and auditing of suppliers is the training of both auditors and auditees in the purpose and relevant techniques of the audit and how these techniques can be channelled to achieve business and compliance improvements.

Participants will learn about the key techniques and thought processes which may be used by auditors to maximize the benefits of each type of audit. These include planning and preparation, the audit team, structuring the audit, close out, CAPAs and follow up.

## Who should attend

- QA auditors and trainees
- Production managers who receive internal QA and corporate GMP audits
- Engineering managers who receive internal QA and corporate GMP audits
- Production supervisors who lead Self Inspection audits
- Auditors of suppliers and contractors

## Comments from previous attendees -

*"very informative and the pace was excellent"*

*"an excellent technical auditing course which was delivered in a proactive and enjoyable style"*

*"a very interesting technical course, full of appropriate information—I feel I have learnt a great deal"*

## Day 1

### Auditing Basics

- Reasons for audits and audit models (overview)
- The Purpose of Audits
- Role Characteristics of the Auditor
- Audit Types
- Audit Classification
- Audit Methods
- General Themes for All Audits

### Auditing Tools and Techniques

- Basic tools
- Audit Techniques
- Audit Planning

## DAY 2

### The audit process

- Audit scheduling
- Conducting the audit
- Managing the Audit Team
- The Exit Meeting
- Audit Reporting
- Audit Closeout

### Improving the audit system

- Adding Value from the Audit programme

### Added Value from Self Inspections (Level2 – QA Led)

- A practical Level 2 inspection programme (based on Auditor Training)
- Purpose of the self inspection programme
- Establishing the programme
- Setting up and training the inspection team
- Conducting the inspection and reporting

**The course will include three or four Workshops on specific aspects of the programme**

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***Train with the experts***

# How to Audit API Manufacturers

**13 April 2011, New Jersey, USA**

**11 May 2011 - London**

**09 November 2011 - London**

This one day seminar is aimed at QA staff in drug products manufacturers and especially their QPs who have specific responsibilities under directive 2004/27/EC.

QPs are required to declare that the active materials used in each of their products have been manufactured to GMP as interpreted by the EU.

Participants will learn about the legislators' perspectives and the key differences between APIs and products, which lead to different audit techniques and thought processes when auditing API manufacturers.

The seminar includes:

- The background to current GMPs for APIs
- FDA and EU interpretation of GMPs for APIs
- Specific opportunities from the guidelines that API manufacturers may exploit
- Specifics of what to look for when auditing an API site.

## Who should attend

- Supplier auditors for drug products manufacturers
- QPs in manufacture of drug products
- QA managers who support the QP / declaration
- QC managers of drug products manufacturers
- Production managers of drug products manufacturers

## PROGRAMME

### **Why audit API Manufacturers?**

- EU Directive 2004/27/EC (Regulator's view)
- What are the requirements?
- What are the similarities with the FDA GMP requirements for APIs?
- What are the expectations from API Manufacturers?
- What role should secondary manufacturers play?
- How will regulators assess compliance with these requirements?

### **Background to ICHQ7a and EU Guide Part II (formerly Annex 18)**

- History of GMP for APIs
- What role these documents play
- How they will be enforced
- GMP expectations outlined
- How to go about implementing the requirements

### **FDA GMP expectations of API manufacturers**

- FDA draft guidance
- Legal basis of ICH Q7a
- Details of what is required
- How is it enforced?
- Differences and similarities with EU requirements
- How would manufacturers comply with both regulators' requirements?

### **Workshop I:**

#### **How to identify and select a GMP compliant API supplier**

Preparing for GMP assessment of an API site

- Identifying the GMP relevant activities
- Assessing the rational for GMP relevance of activities
- Identifying the processing steps
- List of key documentation
- Identifying the critical steps impacting your secondary product

Lunch

### **Implications of EU Directive 2004/27/EC on Drug Manufacturers**

- What role manufacturers of the secondary products should play on enforcing these requirements
- What is the impact on manufacturers?
- How to apply the requirements to non EU API sites
- What impact this will have on cost of APIs?

### **Workshop 2:**

#### **Handling Manufacturing Deviations**

- Basis of proactive deviation management
- Identifying and documenting GMP non-compliance incidents
- Monitoring and reporting
- Key aspects of knowledge management
- Framework of critical deviation management
- Continuing governance of critical deviations management

### **Auditing of an API site (I)**

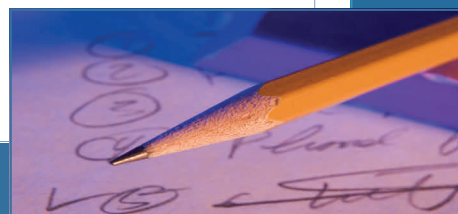
- Documentation and systems review
- Facilities and support services
- Validation
- Materials control

### **Auditing of an API site (II)**

- SOPs and SOP training
- Calibration
- Testing laboratories
- Packaging and labelling
- Storage and distribution

Summary of Key Issues

Close of Seminar



## Course Speaker

**DR DAVID INGLIS** is a consultant specialising in GMP/Quality Assurance for the manufacturing sectors of the pharmaceutical and consumer healthcare industry.



David has extensive experience in assessment and improvement of QA/GMP systems, auditing, GMP training, inspection preparation and plant cleaning / decontamination, especially in bulk intermediates and APIs. He has a Ph.D. degree in enzyme chemistry (affinity chromatography).

During more than 29 years in Quality Assurance in the pharmaceutical industry, Dr Inglis has gained extensive experience of Quality Management, through roles in QA laboratories, GMP compliance and regulatory compliance. He successfully pioneered automated HPLC methods, then managed all aspects of QC laboratories before spending the following 11 years managing and developing Quality Assurance, including documentation, control of change, auditing and routine regulatory compliance to cGMP. He is a Qualified Person under EU Regulations, formerly for bulk sterile antibiotics and now for bulk product intermediates for use in clinical trials.

David is an experienced international auditor of suppliers and contractors and has successfully prepared several sites for FDA/MHRA inspections, including FDA "Systems" based inspections. He has extensive experience of being the lead spokesman during major regulatory audits.

Dr Inglis is a specialist in cGMP training and QA system improvement. His flagship improvement package details a system of secure GMP compliance at competitive cost. For conceiving and developing this package, Dr Inglis received the highest level of recognition for excellence from a global pharmaceutical manufacturing company.

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Tel: 0044 (0)20 71937703 Email: [judy@pharma-training-courses.com](mailto:judy@pharma-training-courses.com)

## Online Registration is available on our website:

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### Terms and Conditions

#### Delegate fees

Fees for this programme or suite of programmes are shown overleaf. Delegate fees are inclusive of course documentation, refreshments and lunch. Payment of the registration fee must be paid within 14 days of commencement of the course. Upon receipt of payment, a proof of payment will be sent to you.

#### Cancellation Policy

Full refunds less a handling fee of £100 will be made for cancellations received in writing within 28 days of the commencement of the course. Refunds of 50% will be made for cancellations received in writing between 28 and 7 days prior to the commencement of the course. Regrettably no refunds will be made after 7 days prior to commencement of the course. Substitutions can be made at any time.

#### Liability

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## REGISTRATION FORM

### **GMP Auditor Training:** (No VAT for USA course)

2 day course £1180.00 + VAT £236.00

**Total £1416.00**

**9 & 10 May 2011—London** (*early-bird date 11 March 2011*)

**7 & 8 November 2011 – London** (*early-bird date 9 September*)

**11 & 12 April 2011—New Jersey USA** (*early-bird date 11 February 2011*)

### **GMP Auditor Training:** (No VAT for USA course)

2 day course £1062.00 + VAT £232.40

**Total £1294.40**

*if booked and paid eight weeks prior to course commencement (see above)*

Discounted rate of 10% for booking 8 weeks in advance

Discounted rate of 10% for booking more than 1 delegate

Discounted rate of 10% for booking more than 1 course

**Maximum discount received is 15%**

Title (Mr/Mrs/Ms/Dr/Prof):

First Name:

Surname:

Job Title:

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☐ Bank transfer

☐ Credit/Debit Card (If paying by Credit Card please register online)

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### **Venue details:**

**London**—Window Conference Venue, Islington London (details on our website)

**New Jersey, USA**—The Commercialization Center for Innovative Technologies,  
The Technology Centre of New Jersey, 675 US Highway One, North Brunswick,  
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