

## **Writing it down - Keeping good records!**

### **GMP stands for Good Manufacturing Practice.**

GMP is one of the most important regulations we have to follow in our business. These regulations have been developed and are enforced by the **Federal Food and Drug Administration (FDA)**.

Some people think that GMP stands for *Great Mounds of Paper*, because of all the record keeping that is required by the regulations. There's some truth to that statement. Since our company is in a regulated industry, there is a lot of paperwork and record keeping that is required. And there are good reasons for this.

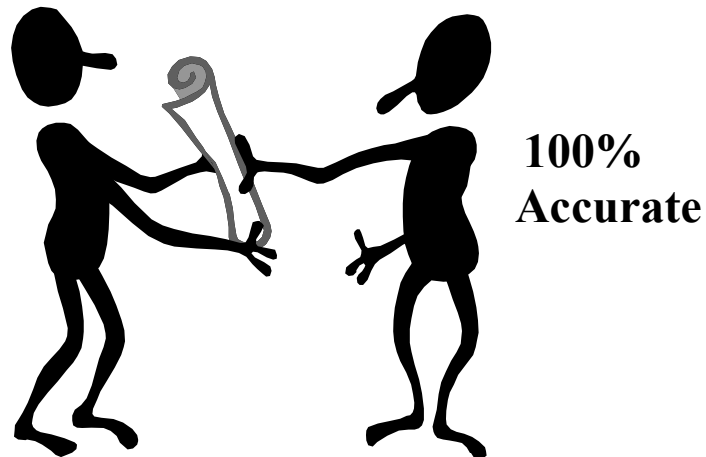


### **Our Paperwork is a Product.**

The paperwork we produce is of equal importance to the products we produce. We can think of the paperwork as the biography of a product. We can reconstruct the entire life of the product by examining the paperwork. Every raw material used and every supplier can be identified by the paperwork. Every processing step and every person who worked on the product can be identified by the paperwork.

## Our Paperwork is a Product.

We need to be certain that the paperwork is accurate and complete **BEFORE** we ship our products to our customers. The paperwork is reviewed and examined by our Quality Control department. This department has the responsibility to assure that our products are **safe, pure, and are effective**. Our customers trust each of us to make sure that our paperwork is 100% accurate. *Our customers don't want us guessing, they want us to be sure 100% of the time.*



## Why is so much paperwork required?

If there is ever a problem or a question about the performance of one of our products once it's been released to our customers, the **ONLY** way we can find out what happened is by examining our paperwork. We look for clues as to what may have occurred and find ways to **prevent** those things from occurring in the future.

This paperwork is useful to us **ONLY** if it is 100% accurate. That's why it's important for us to understand and use the **Good Record Keeping Tips** on the following pages.

## Good Record Keeping Tips

### Tip #1

**Use a non-water soluble pen for writing on any official document.**



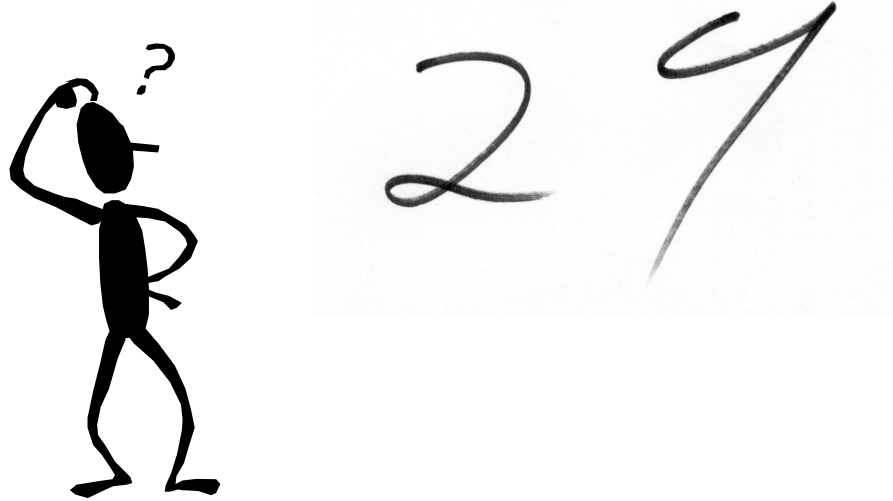
**Never use pencils for writing on our documents.**



## Good Record Keeping Tips

### Tip #2

**Clearly record the data.**



What's that number?  
Is it 27? 29? 24? 2%  
Hmmm. What do we do now?

Suppose this is a final product waiting to be shipped, and the specification says 27 through 29 is acceptable. Well, if it's 27 or 29, then we're in good shape. It meets our specification.

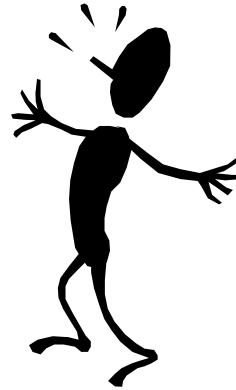
But what if it's 24? Now what?  
We might have to scrap the entire batch.  
Maybe we can take additional samples and test it again. That will take time and resources.

**Take your time and write clearly and carefully.**

**Slow down a little.**

**Take a deep breath!**

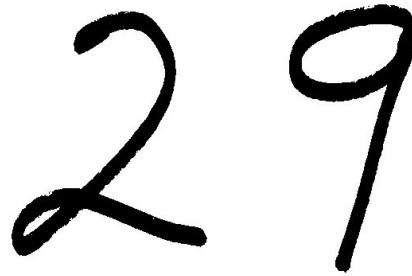
**Relax your body  
before writing on a  
document.**



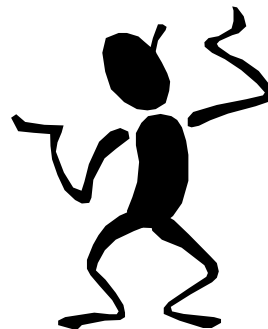
A few seconds of composing yourself to make sure you write everything clearly can save hours of additional sampling and testing.

This is the most common problem with our documentation.

**Sloppy writing is 100% preventable.**



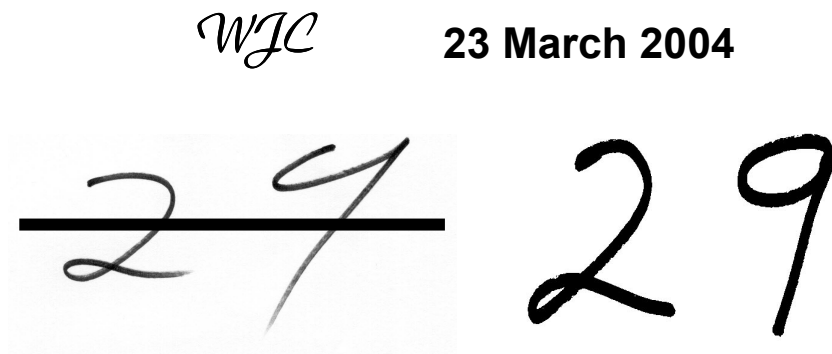
A few seconds of composure helps reduce stress too, leading to a healthier you!



## Good Record Keeping Tips

### Tip #3

There is a proper method for making corrections.



**No erasures.**



**No correction fluid.**

**No Post-it™ or other notes.**

## **Good Record Keeping Tips**

### **Tip #4**

**Enter enough details so the document can be understood in the future.**



“I swear to tell the truth ...”

## Good Record Keeping Tips

### Tip #1

Use a non-water soluble pen for writing on any official document.

### Tip #2

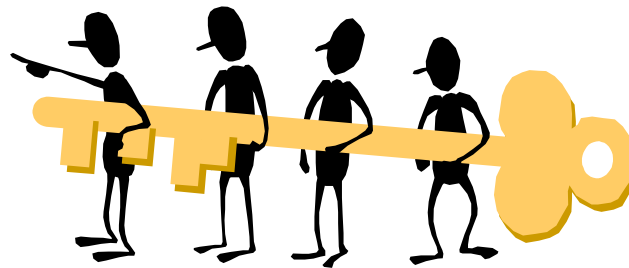
Clearly record the data.

### Tip #3

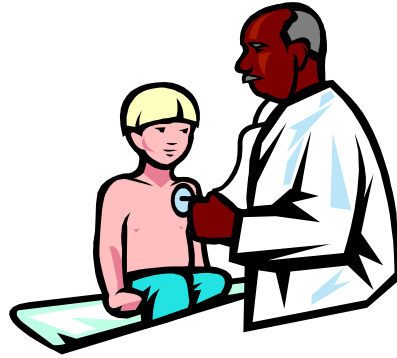
Use the proper method for making corrections.

### Tip #4

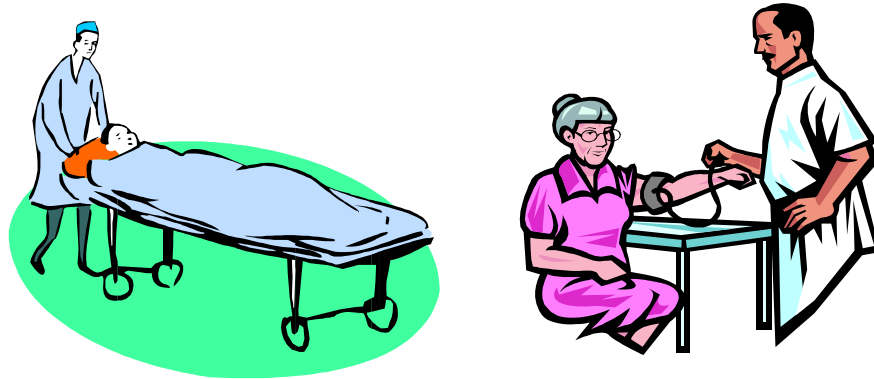
Enter enough details so the document can be understood in the future.



FOR PREVIEW PUROSES ONLY



**Let's keep good records!**



**Our customers are counting on us.**

