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2.2 Organization chart and key personnel

Name, first name	Function	Experience in Pharma	Initial education
	Head of Production		
	Managing Director		
	Head of QC		
	Head of QA		
	Head of Engineering		

For Site Organograms see [ATTACHMENT 6](#)

2.3 Training

The Management in cooperation with the Human Resources department is responsible for determining the internal and external training needs of all staff. An annual training program is developed from these needs and is approved by the Technical Director and the Head of Quality.

Training is considered as one of the essential features in the management of human resources. Each production unit has the responsibility for identifying the necessary training or retraining required for a given job. As a minimum, training consists of the basic understanding of cGMP requirements and reading and understanding all Standard Operating Procedures (SOPs) applicable to the specific job.

To all new employees an initial training is provided, including discussion on the relevant regulations or guidelines and SOPs. The continuous training program is based on the needs of the personnel, while taking into account the requirements determined by the company's policy and the management of the department.

General cGMP training is provided to all employees with a function relevant to GMP. Training typically includes guidelines or procedures concerning cGMPs for production, packaging and testing. The selection of the type of training based on a continuous general cGMP-training is made on the proposal of the management or of the personnel concerned, essentially under consideration of the appropriateness of the requested training to the job occupied or to be occupied.

Where practically possible, training programs are examinable to assess the training effectiveness.

Records of all training courses attended are compiled and retained.

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