HIRAY NEWS

GMP Training: Documentation & Record Keeping

Mar 4, 2022

To better implement our GMP document management system, we invited Vice General Manager Cayden Luo, the head of Quality Department, to provide training on "Document and Record Management and Record Keeping" to all employees of Hiray Pharma Solutions on March 4, 2022. The training session was conducted in the large training room on the first floor of the company's quality control R&D building.

Documentation is the link between hardware and people, and it is a key part of our GMP system. Strengthening the management of GMP documentation and records helps guarantee the safety and quality of drugs, which is of great significance to pharmaceutical companies. The goal of Mr. Luo's training was to standardize the documentation records written and used by Hiray staff.

During the training, Mr. Luo explained in detail the management requirements of the entire life cycle of document records from design to preservation and destruction in Good Manufacturing Practice (GMP). He also listed company requirements for

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filling out records to strengthen everyone's awareness of the use of document records to achieve uniformity and consistency.

Finally, Mr. Luo showed some examples of actual batch production records that were not done properly. These practical examples were discussed between colleagues, providing a great opportunity for everyone to deepened their awareness of record writing requirements.

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