# **1. PURPOSE:**

The purpose of this standard operating procedure (SOP) is to ensure that the roles, responsibilities, authorities for personnel are assigned, communicated, understood and that personnel receive relevant Good Manufacturing Practices training.

# **2. SCOPE:**

The scope of this SOP applies to all personnel working for or on behalf of the organisation.

# **3. DEFINITIONS:**

NIL

# **4. REFERENCES:**

* ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices- Clause 3: Personnel.
* Food Safety Management: Requirements for a Food Safety System based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) principles

# **5. AUTHORITY AND RESPONSIBILITY:**

Management ensures that personnel are appointed based on their competences and that training is provided where necessary to ensure that they are able to produce, control and store products with a defined quality requirements.

**Employees**

All production employees are responsible to adhering to this SOP.

# **6. METHOD:**

**Responsibilities of personnel**

Management drafts and approves job descriptions for each employee by using the GMP Form -SOP01-001 Job Description Matrix. Employees are provided with a copies of their respective approved job descriptions.

**Communicating responsibilities and authorities within the organization**

The organisational chart is developed to clarify the key roles and responsibility so as to ensure that the responsibilities and authorities are clearly understood within the organisation.

A list of personnel (GMP Form-SOP01-002 List of Personnel) employed by the organisation is kept and maintained.

**Newly recruited personnel**

Every new employee is given an induction about the organisation as well as training on Good Manufacturing Practices.

In case of contracted personnel, the organisation will conduct a Good Manufacturing Practices basic awareness for these personnel such that they carry out their specific tasks without affecting the quality and safety of the cosmetics products or raw material.

An in-house training awareness attendance record (GMP Form-SOP01-003) is maintained for all in-house awareness training programs, and, appropriate evidences are kept for external training programs attended by the company personnel.

**Personnel training evaluations**

On completion of the training, training evaluations is conducted to obtain feedback from the personnel the usefulness of training programs attended by them.

# **7. RECORDS:**

The following records are maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Record Title / ID** | **Format** | **Medium** | **Retention Period** | **Custodian(s)** |
| 1 | GMP Form -SOP01-001 Job Description Matrix | English, Text | Electronic | 1 year  | Quality Control (QC) Manager |
| 2 | Organisational Chart | English, Text | Electronic | 1 year  | QC Manager |
| 3 | GMP Form-SOP01-002 List of Personnel | English, Text | Electronic | 1 year | QC Manager |
| 4 | In-house training awareness attendance record GMP Form-SOP01-003 | English, Text | Electronic | 1 year  | Quality Control (QC) Manager |

# **8. DOCUMENT AMENDMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Summary of changes from previous version of the document** | **Changes Requested By** | **Remarks**  |
| 0 | First version released for implementation. | N/A | Nil |
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