



Presented by
Management Forum

Best Practice for Writing Effective SOPs

17 July 2025
+ 4 December 2025

An essential course for ensuring compliance with regulatory requirements and including best practice SOP writing using process mapping.



Format:
Live online



CPD:
6 hours for your records



Certificate of
completion

Course overview

Standard operating procedures (SOPs) play a crucial compliance role with regulations. It is therefore essential that they are well written and easy to use. If SOPs are not followed correctly, the validity of data generated is compromised, leading to inspection findings and non-compliance issues which could lead to delays in bringing a drug/device to market.

This interactive SOP course has been specifically designed to help you develop the skills to write and produce the content of SOPs using a best practice process including process mapping, review and implement SOPs and ensure you comply in a regulated environment.

You will come away with the confidence to use a best practice process to write, update and implement effective SOPs.

Benefits of attending

- **Master** the art of writing user-friendly SOPs
- **Learn** how to prepare the content of SOPs including process mapping
- **Discover** how to implement and manage SOPs effectively
- **Carry** out effective SOP training
- **Ensure** your SOPs incorporate appropriate regulatory requirements

Who should attend?

- All those in pharma, biotech, generics, devices and animal health industries who are involved in preparing, reviewing and/or managing SOPs
- Ideal as an introduction and also helpful to those wanting to ensure they are aware of best practice
- Particularly relevant for those in GxP areas including clinical research, pharmacovigilance, QA, regulatory affairs and GMP

Programme

Fundamentals of effective SOPs

- When are SOPs needed and why?
- The difference between SOPs, policy documents, work instructions and local guidance
- Determine the scope, roles and responsibilities associated with SOPs
- Identify the essential structure of SOPs
- Share best practice: what makes a good SOP?
- Identify who should write, review and authorise SOPs
- Current thinking in writing SOPs
- Application of process mapping for writing SOPs
- Example of a best practice SOP

Write concise and user-friendly SOPs

- Translate the flow of operations into the document
- Write SOPs that are sufficiently detailed, but not restrictive and limiting
- Understand the target audience and account for end users' needs
- Tips for how to write the content, format, style and presentation
- Defining SOP content using mind-mapping and process-mapping/flow-charting

SOP implementation and management

- Review and approval processes for SOPs
- Handling updates – when should SOPs be updated and how?
- Distribution, version control
- SOP training
- How to maximise end-user compliance
- Exercise: write an SOP using best practice methodology

Practice preparing an SOP

Ensuring Your SOPs meet regulatory requirements

- What needs to be included for compliance in GxP areas?
- Current regulatory trends
- Tips for what auditors and inspectors look for when they review SOPs

Presenter



Laura Brown

Dr Laura Brown is an independent pharmaceutical QA consultant and is a recognised expert in QA including auditing SOPs for regulatory compliance. She has more than 25 years' international experience in the pharmaceutical industry in a number of senior roles and has worked for companies including GSK, Hoechst Marion Roussel, Farmitalia and Phoenix International. She has worked in several quality assurance roles which have included writing, reviewing and auditing SOPs and CAPA implementation and has helped companies prepare SOPs and review CAPA systems to meet regulatory requirements.

Course dates

17 July 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 14852

GBP ~~649 749~~

EUR ~~909 1,049~~

USD ~~1,043 1,199~~

Until 12 Jun

4 December 2025

Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 15145

GBP ~~649 749~~

EUR ~~909 1,049~~

USD ~~1,043 1,199~~

Until 30 Oct

How to book



Online:

ipi.academy/1555

Alternatively contact us to book, or if you have any queries:



Email:

info@ipiacademy.com



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews



5*. I really enjoyed and learned from this course and would recommended to others



Derek Farrell
Quality Technician
Fire1 Foundry
Dec 12 2024



Excellent, this is the second course I have attended run by IPI academy.



Huw Evans
Medical & Scientific Liaison
Mitsubishi Tanabe Pharma Europe Ltd
Apr 23 2024



The content of this webinar was clear and consistent. I liked the fact that there was interaction and the concepts were able to be practiced.



Andreea Elena Stoica
Analytical Researcher
Sindan SRL
Dec 12 2024



Very good. Recommend.



Agnieszka Mickiewicz
R&D Manager
Teva Pharmaceuticals
Dec 12 2024

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

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IPI
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IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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