



Presented by
Management Forum

Writing Inspection-Ready SOPs: Best Practice for Compliance and Control

26 March 2026

+ 14 July 2026, 26 November 2026

An essential and practical course for ensuring regulatory compliance and writing clear, effective SOPs using best practice methodology and process mapping.



Format:
Live online



CPD:
6 hours for your records



Certificate of completion

Course overview

Standard Operating Procedures (SOPs) are central to compliance in regulated industries. When written well, they provide clarity, consistency and confidence. When written poorly, they create confusion, inspection findings and operational risk.

This interactive course provides a structured, best practice approach to writing, reviewing and managing SOPs in pharmaceutical and biotech organisations. It combines regulatory insight, practical writing techniques and process mapping tools.

The course also explores how artificial intelligence is beginning to reshape SOP creation and lifecycle management, while maintaining regulatory control.

Benefits of attending

- **Develop** confidence in writing clear, user-friendly and compliant SOPs
- **Apply** process mapping and structured methodologies to SOP preparation
- **Understand** how AI can support drafting, updates and version control

Who should attend

- Professionals involved in preparing, reviewing or managing SOPs
- Those working in GxP areas including QA, Clinical, PV, Regulatory and GMP
- Individuals seeking to strengthen compliance and inspection readiness

Programme

Foundations of effective SOP writing

- When SOPs are required and how they differ from policies and work instructions
- Defining scope, roles, responsibilities and essential structure
- Current thinking and best practice in clear, concise SOP writing

Writing and structuring SOP content

- Using process mapping, flow-charting and mind-mapping to define content
- Translating operational flow into practical, usable documentation
- Balancing sufficient detail with flexibility and usability
- Applying a structured methodology to draft and review SOP content using practical examples

Implementation, review and compliance

- Review, approval, distribution and version control processes
- SOP training and maximising end-user compliance
- Inspection expectations and regulatory trends in GxP environments

The Future of SOPs: AI in creation and management

- How AI supports drafting, updating and lifecycle management
- Real-world examples of AI integration in pharma documentation systems
- Compliance, validation and governance considerations

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

26 March 2026

Live online

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

Course code 15953

GBP ~~649 749~~

EUR ~~909 1,049~~

USD ~~1,043 1,199~~

Until 27 Feb

14 July 2026

Live online

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

Course code 16268

GBP ~~649 749~~

EUR ~~909 1,049~~

USD ~~1,043 1,199~~

Until 09 Jun

26 November 2026

Live online

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

Course code 16600

GBP ~~649 749~~

EUR ~~909 1,049~~

USD ~~1,043 1,199~~

Until 22 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 **30% 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



Overall, I enjoyed the course and got a lot of worthwhile knowledge and ideas for improving the SOP system I work with currently. Laura was very knowledgeable and led the course well. She was accommodating for delegates of varying levels of experience. I enjoyed the mind mapping and flow chart exercises.



Helen Cooper
Operations and Standards Coordinator
University of Cambridge
Dec 4 2025



I really liked this webinar and I would suggest it to other colleagues



Marco Colombati
Global PV Operations Manager
Italfarmaco SPA
Dec 4 2025



Very good. I was expected to improve my knowledge and get some tips and I did it.



Manon Schönholzer
Drug Safety officer
CIS Bio international
Jul 17 2025



I particularly liked working groups. Very good!



Manon Schönholzer
Drug Safety officer
CIS Bio international
Jul 17 2025

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 Academy

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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