



Training Handbook

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| Department | TRG | Project No. | 190101 | Document No. | HBK001 | Doc Rev. | 01 |
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GACP/GMP Training Handbook

**Presented By
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How to use this handbook

The handbook is organized to focus on particular skills and revisions.

These lessons allow you to learn and practice the skills used throughout the course.

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1. What is GMP?

Write down your definition.

2. Quality Definition

- What does quality mean?
- What do you expect from a quality product?

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3. CAPA

Mildew developed on the mother plants which was not noticed. The next 2 rounds of cuttings prepared for clones are contaminated with powdery mildew. The outbreak is first observed after clones have been incubated in high humidity for 1 week.

The root cause was the breakdown of the HVAC system leading to condensation of water on leaves overnight as the temperature drops and dew point reached.

What would be your Correction(s), Corrective Action(s) and Preventive Action(s)?

| Correction(s) |
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| Corrective Action(s) |
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| Preventive Action(s) |
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4. Control of contamination/cross-contamination

We have different levels of control based on the requirements of our different products. Prevention of contamination is a critical component of quality compliance.

1. Think about Medicinal Cannabis Cultivation and/or Production and list the potential sources of contamination/cross-contamination.
2. What controls should be in place to avoid each potential source that you listed?

| Potential source of contamination/ Cross-Contamination | Control Strategy / Mitigation |
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5. Supplier Risk Assessment

1. Create a list of all your potential suppliers and rate them low, medium, high risk (go with your gut feel).
2. Why did you give them that rating?
3. Work in your table groups:

Examples:

- Seeds
- Equipment
- Pest control
- Security
- Etc.

| Supplier | Risk Rating (L/M/H) | Justification for Risk Rating |
|-----------------|----------------------------|--------------------------------------|
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6. Warehouse labelling remediation

You are tasked with inspecting the batch of 100 products and identifying how many of the 100 cartoned products has a label error.

| Errors to watch out for: | Example label |
|---|--|
| <ol style="list-style-type: none"> 1. Reject incorrect batch numbers. The correct batch number is D3001T16 2. Reject incorrect Date. The correct date is 26-06-2020 3. Reject "faint" printing |  |

The trainer will play a video and show you the label of 100 products on the screen. Count the number of errors and record them below:

| # with incorrect batch no. # with incorrect date # with faded print |
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7. Product Recall

What potential effect did the recall have on the company?

What potential effect can a recall have on your company?

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8. Summary: GMP-Ten Golden Rules

Summarise the Ten Golden Rules of GMP in the table below:

| Rule No. | Summary |
|-----------------|----------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

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