IPI Academy

MANAGEMENT forum




*Presented by*
**Management Forum**

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

**26 November**
+ 6 May 27, 25 November 27

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

# Presenters



**Farah Nadeem**

26 Nov 2026

Farah Nadeem is an Operations Manager at Paul R. Palmer Limited/ Pharmaceutical Consultant and a Trainee Qualified Person. Farah is a Pharmacist and recognised QA expert and has over 20 years of experience in the Pharmaceutical industry in the development, manufacture and supply of medicinal products.

Throughout her career, she has held various quality assurance roles and actively pursued new opportunities to expand her knowledge and expertise. As a result, she has gained a comprehensive understanding of manufacturing, storage, and distribution processes, as well as the facilities and services that support them. Involved in documentation management: writes, reviews, and audits SOPs and QMS implementations. Assists companies in meeting regulatory requirements.

In her current role as a QA Operations Manager for a Pharmaceutical Consultant Company, Farah Nadeem provides various solutions, including assistance in obtaining the first MIA(IMP) and MIA licenses, as well as preparation and hosting for regulatory inspections. Her work involves collaborating with Paul Palmer to offer services such as QP declarations for API manufacturers, regulatory inspection hosting, commercial and clinical batch release, compliance audits, and coaching and training in GxP.



**Laura Brown**

6 May 2027
25 Nov 2027

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

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|---|---|---|
| **26 November** | **Live online**<br>09:30-17:00 **UK (London)** (UTC+00)<br>*Course code 16600* | GBP **749**<br>EUR **1,049**<br>USD **1,199** |
| **6 May 27** | **Live online**<br>09:30-17:00 **UK (London)** (UTC+01)<br>*Course code 17303* | GBP **649** ~~749~~<br>EUR **909** ~~1,049~~<br>USD **1,043** ~~1,199~~<br>**Until 11 Mar** |
| **25 November 27** | **Live online**<br>09:30-17:00 **UK (London)** (UTC+00)<br>*Course code 17519* | GBP **649** ~~749~~<br>EUR **909** ~~1,049~~<br>USD **1,043** ~~1,199~~<br>**Until 30 Sep** |

## 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

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

# Reviews

★★★★★

**Laura was very professional, knowledgeable, and had a relaxed manner that made a somewhat dry subject easy to follow and engage with. The documentation was useful, and having never had formal SOPs writing training before now.**

**Samantha Richter**
Head of Operations
Newgen Knowledgeworks
Mar 26 2026

★★★★★

**I wanted to gain the knowledge from other SOP writers, especially from another country. I found that the US and the UK have very similar ways to create SOPs and Process Maps. I found the whole experience informative and well put together. I would reccomend it to others.**

**Lynn Cramer**
Project Analyst
BPMI
Mar 26 2026

★★★★★

**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

## 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.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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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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