### **Biogen Specific Teaching Material**

**Quality – GDP (Good Documentation Practice) Rules** 

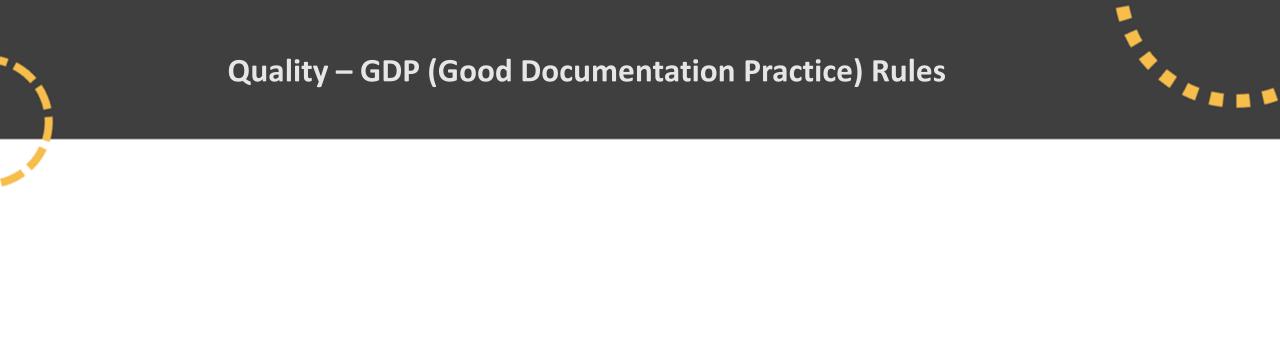


### **Questions & Answers**



# 1. Name some synonyms for 'good' (in the context of Good Documentation Practices).





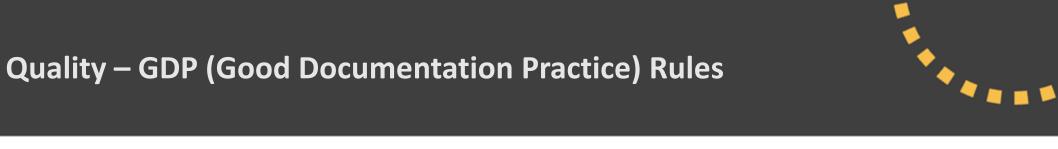
### 1. Sample answer: accurate, error-free, meticulous, complete, legibility





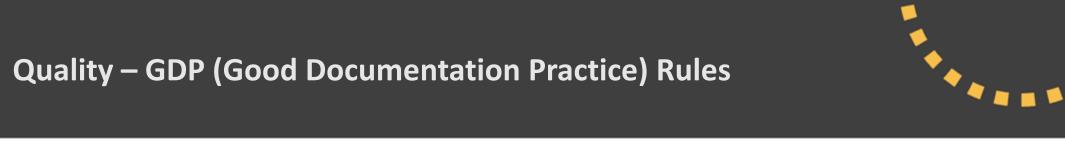
#### 2. What format(s) do records get completed on?





# 2. Records can be in paper-based, electronically-based and/or photographic media form(s).





#### 3. What types of documentations are there?

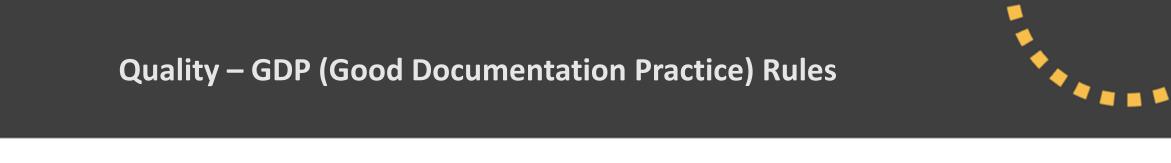




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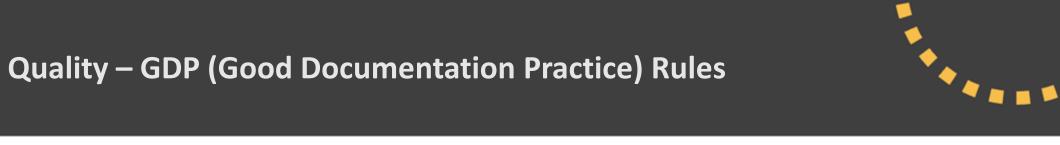
# 3. There are basically two types of documentation: (1) regulations (instructions, requirements) and (2) protocols or reports.





## 4. What should you do if you do not understand how to fill out part of a document?





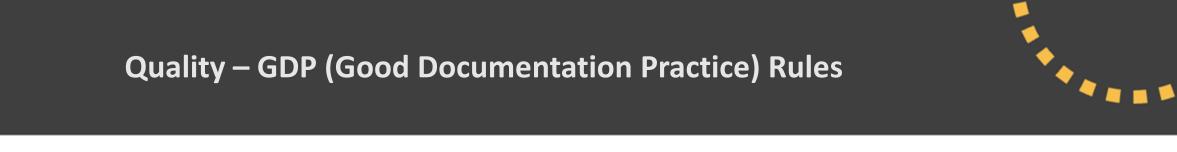
#### 4. If you don't know how to do something, just ask.





#### 5. What colour ink should be used for documenting?





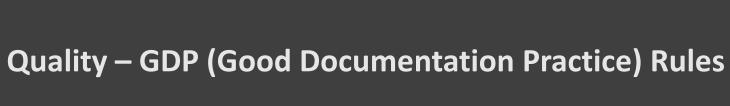
#### 5. You should use a black or blue ink colour pen or print.





#### 6. What is the in-company standard for indicating a date?







#### 6. Day-Month-Year





#### 7. What is a synonym for 'indelible' ink?

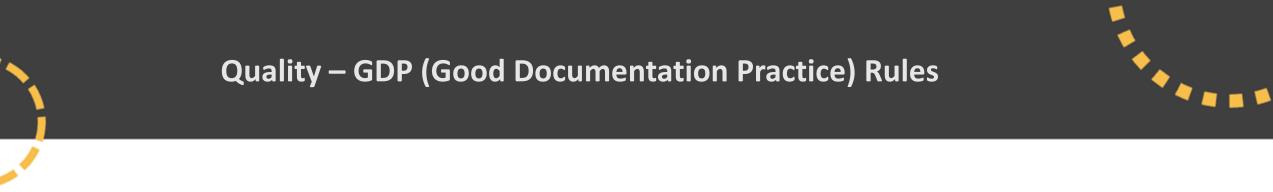




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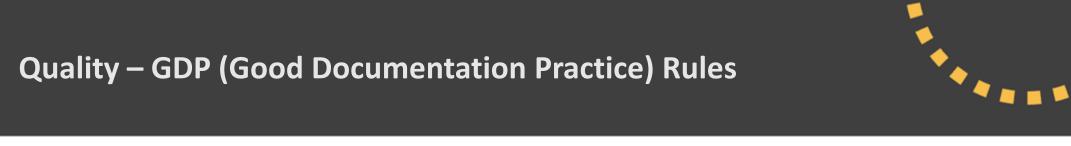
#### 7. Another word for 'indelible' is permanent.





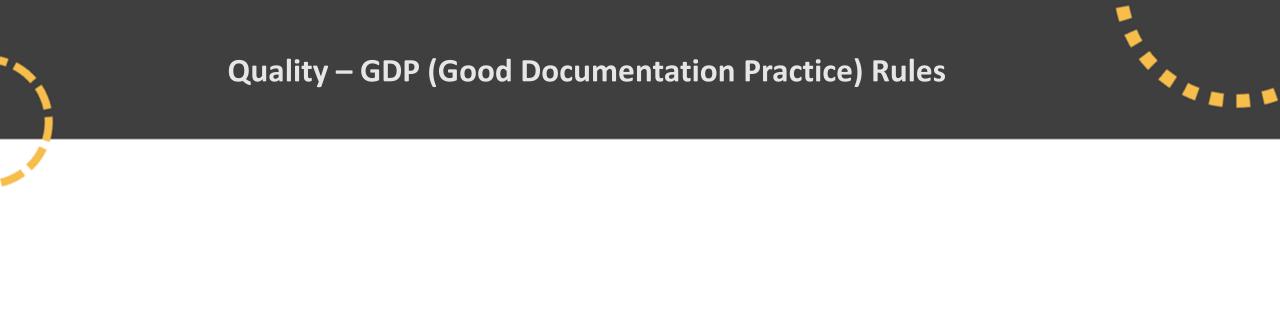
#### 8. What do you do when a field does not required an answer?





## 8. Where a field does not required an answer, you need to indicate it with N/A.





## 9. If you make a mistake on a form, you can just erase it. (true or false?)





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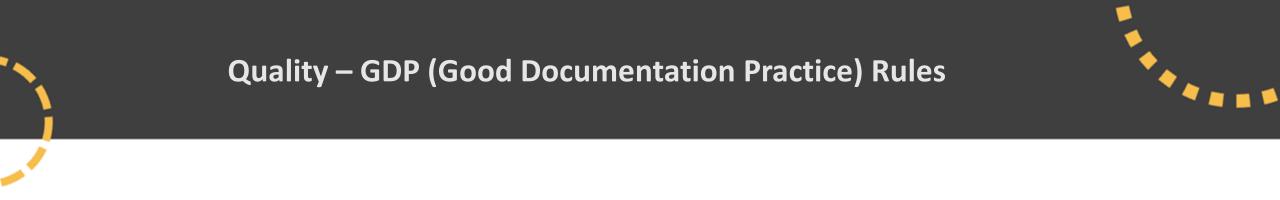
## 9. False. If you make a mistake on a form, you must cross it out (single line strike-through) and initial and date the correction.





#### 10. Which time format do you need to use in forms?





#### 10. You need to use the 24-hour standard (e.g. 20:00 for 8 PM)



### Thank you for your attention! D-SCHULE – Your Language School



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