

**CHECK LIST FOR EVALUATING YOUR STAFF FOR cGMP/REGULATORY  
COMPLIANCE Version 1.0 (Total Pages 2)**

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<b>No</b>	<b>Evaluation Parameters</b>	<b>Allot 1 mark if Yes. Just put – if answer is No</b>
1	Current Knowledge of cGMP and Drug Regulations	
2	Precise Understanding of cGMP Directives	
3	Oriented to cGMP Regulations/Directive/Guidelines	
4	Orderly in allotted cGMP Compliance task	
5	Works well in highly structured regulatory /GMP environment	
6	Competitive in GMP application	
7	Persuasive for SOPs	
8	Energetic in GMP/Regulatory documentation	
9	Co-operative in GMP Compliance	
10	Team spirit in GMP Compliance	
11	Prompt in giving helping hand for GMP Compliance	
12	Investigative in case of OOS	
13	Curious about New Drug legislations	
14	Analytical skills to solve noncompliance issues	
15	Team organizing skill for cGMP Compliance	
16	Prefers thinking strategically for cGMP Compliance	
17	Likes cGMP Compliances from heart	
18	Adapts to cGMP Amendments/Extensions quickly	
19	Practical, stable, and results-oriented in GMP environment	
20	Communicates cGMP Compliance/Non Complies/Deviations/Changes very clearly	
21	Commands trust & credibility in GMP Compliance	
22	Focuses on success in cGMP audits by Customers and FDA	
23	Admits mistakes and follows CAPA	
24	Relies on data and have guts to communicate Product failures to the Management	
25	Reliable and follows-through for cGMP Compliance	
26	Respects cGMP Compliance	
27	Friendly, likeable bold and decisive in Regulatory Compliance	
28	Organized and scheduled in GMP documentation and reporting	
29	Detail-oriented in Regulatory submissions	
30	Natural leader for Regulatory Compliance	
31	Good with Colleagues and Management	
32	Good with Ideas for Regulatory compliance	
33	Good with Hard & Intelligent Work to achieve cGMP compliance	

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34	Good with spoken words	
35	Good attitude towards Quality Assurance and Regulatory Compliance	
36	Sharpening skill for GMP implementation	
37	Positive Attitude for Regulations	
38	Disciplined in work	
39	Good in soliciting views of colleagues	
40	Reliable in QA/Regulatory/QC functions	
	<b>Total Score</b>	

**EVALUATION:**

1	Total No of Marks (one mark per Point)	
2	Total Marks Scored	
3	Remarks By Primary Evaluator	
4	Evaluation date and Signature	
5	Remarks by QA/Regulatory officer	
	<b>Signature and date of QA /Regulatory officer</b>	