

<i>Insert Company Logo here</i>	SOP NAME	Good Manufacturing Practice – Personnel Procedure			
	SOP Category	SOP Number	Revision Number	Date of Previous Revision	Revision Effective Date
Page 1 of 4	G	001	00	N/A	XX/XX/XX
Supersedes: Original	Prepared by G. Host			Date	XX/XX/XX
CONFIDENTIAL	Approved by G. Host			Date	XX/XX/XX

1. OBJECTIVE

To describe the procedure established for Personal Practices

2. SCOPE (Optional)

2.1 The scope of this SOP applies to Personal Practices.

3. PERSONNEL RESPONSIBILITIES

3.1 It is the responsibility of the **Quality Manager** or a member chosen and trained by the Quality Department to ensure these procedures are being enforced and followed.

4. DEFINITIONS

4.1 N/A

5. REFERENCES

5.1 21 CFR 111.10(b)

5.2 NSF Guidelines

5.1 GMP requirements are listed in NSF/ANSI 455-2 which is the only American National Standard in the dietary supplement industry developed in accordance with the FDA's 21 CFR part 111.

6. SAFETY

Personnel working at **insert your company's name** shall follow necessary procedures to protect themselves and others from physical harm per the guidelines provided by the Company and/or OSHA.