

*Unlimited Validation Knowledge Awaits...*

Published on *IVT Network* (<http://www.ivtnetwork.com>)

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## Audit Trail - Standard Operating Procedure



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By **Feb 27, 2020 8:00 am EST**



**PURPOSE** Describe the purpose or the intent of the audit. **SCOPE** Define the scope. What is the range of what you are attempting to accomplish. **Out of Scope.** Briefly define what is out of scope such as indicating “Non-GMP or Non-GxP systems or equipment. **RESPONSIBILITY** Define the responsibilities for those involved in this audit.

**DEFINITIONS/ABBREVIATIONS** Key definitions as indicated below. **Data Integrity:** Completeness, consistency, and accuracy of data. Complete, consistent, and accurate data should be attributable, legible, contemporaneously recorded,...

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**Source URL:** <http://www.ivtnetwork.com/article/audit-trail-standard-operating-procedure>