



LABORATORY EXCELLENCE, SAFETY AND ACCREDITATION

Good Laboratory Practice: Principles and Documentation

3 day course

Classroom, online or in-house

Course overview

Good laboratory practice is a data integrity system rather than a quality system, and its central test is whether a study could be reconstructed years later from the records alone by somebody who was not there. This course covers meeting that test. Delegates work through the principles and the organisational roles including study director, management and quality assurance, and the study plan that governs the work. Standard operating procedures and their control follow. Raw data is defined properly, including what counts as raw data when an instrument produces it, and the corrections that must never obscure an original entry. Equipment, calibration and test item characterisation are covered. Archiving is addressed, since records must survive far longer than the project. The course closes on quality assurance inspection, on reporting and on the findings that recur.

What you will learn

- Apply the principles and the roles of study director, management and quality assurance
- Write and control a study plan and standard operating procedures
- Define raw data correctly, including instrument generated data
- Correct an entry without obscuring the original
- Characterise test items and control equipment and calibration
- Archive so records survive and remain retrievable
- Prepare for inspection and avoid the findings that recur

Who should attend

- Laboratory technicians and analysts in regulated testing facilities
- Quality assurance officers responsible for GLP compliance
- Study directors and principal investigators
- Laboratory managers preparing for regulatory inspection

Course outline

- 01 Reconstructable years later by somebody who was not there
- 02 Principles and organisational roles
- 03 The study plan
- 04 Standard operating procedures and their control
- 05 What counts as raw data
- 06 Corrections that preserve the original
- 07 Equipment, calibration and test items
- 08 Archiving, inspection and reporting

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 23 September 2026	Pretoria, South Africa	Classroom	R14,950
19 to 21 October 2026	Cape Town, South Africa	Classroom	R14,950
7 to 9 December 2026	Online	Online	R6,500
21 to 23 December 2026	Gaborone, Botswana	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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