

Good Distribution Practice (GDP) Passport

TRAINING WITH THE IEA



CONTENTS

2

Introduction

4

The GDP Passport Programme

10

GDP Driver

14

GDP Operations

18

GDP Champion

23

GDP Champion Refresher

27

GDP Audit

32

Get in Touch



Introduction

The IEA GDP Passport is the industry-standard quality assurance scheme for demonstrating GDP compliance.

Developed by the Irish Exporters Association (IEA) in consultation with the Health Products Regulatory Authority (HPRA), the programme provides standardised, certified GDP training for personnel across the supply chain, followed by an independent GDP Audit.





What is GDP?

Good Distribution Practice (GDP) guidelines set out the standards that distributors must meet to ensure the quality, integrity and safety of medicines and other healthcare products are maintained throughout the supply chain.

GDP applies to organisations involved in the manufacture, handling, storage, transportation and delivery of healthcare products. This includes pharmaceutical and medical technology companies, as well as logistics, warehousing and transportation providers.

Why GDP Compliance Matters?

Maintaining GDP compliance helps ensure that healthcare products are handled, stored and transported appropriately, protecting their quality and integrity throughout the supply chain.



The GDP Passport Programme





Programme Overview

The GDP Passport programme provides role-specific training for personnel involved in maintaining GDP compliance within your organisation.

GDP Driver, GDP Operations and GDP Champion training ensures that relevant personnel have the knowledge and understanding required to fulfil their specific GDP responsibilities.

Once the required training has been completed, an IEA GDP Audit is conducted on site to assess the organisation's procedures and practices against the requirements of the IEA's GDP Code of Practice.





Where the audit is successfully completed and approved, the organisation is awarded the IEA GDP Passport. Successfully audited companies are listed on the IEA member portal.

The Passport provides formal recognition that your organisation has the required training, procedures and practices in place to support GDP compliance, providing assurance to customers, supply-chain partners and other stakeholders.

The IEA GDP Passport is valid for two years. To maintain Passport status, organisations must complete the required training renewals and undergo a GDP Audit.





Who is it For

The GDP Passport programme is designed for organisations involved in the manufacture, handling, storage, transportation and distribution of healthcare products.



**PHARMACEUTICAL
COMPANIES**



**MED TECH
COMPANIES**



**LOGISTICS &
DISTRIBUTION
COMPANIES**



**WAREHOUSING &
STORAGE
PROVIDERS**



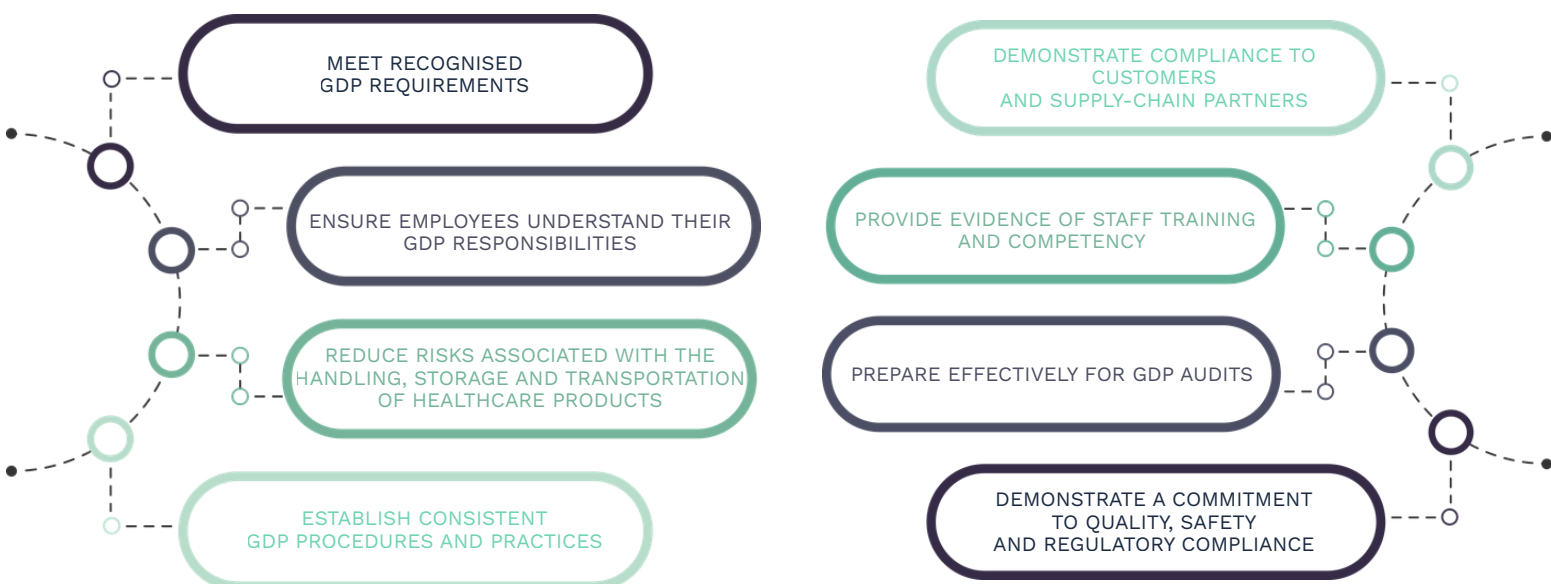
**TRANSPORT &
DELIVERY
COMPANIES**



**HEALTHCARE
SUPPLY CHAIN
PARTICIPANTS**



Programme Outcomes





GDP DRIVER





Course Overview

The GDP Driver course is designed for personnel involved in delivering and collecting healthcare products.

The course provides drivers with an understanding of GDP requirements and their responsibilities when pharmaceutical and medical products are collected, handled, transported and delivered.

The training covers the practical requirements drivers need to follow to ensure healthcare products are handled in accordance with GDP standards throughout transportation and delivery.

Once the driver has successfully completed the training, a GDP Driver ID Card is issued as evidence that the driver has completed the required GDP training and is GDP compliant.





Course Details



LOCATION

Online | Self-Paced



AWARD

GDP Driver ID Card
Valid for 2 years



DATES&DURATION

Complete Any Time





Course Rates



MEMBERS

€ 145



NON-MEMBERS

€ 155



GDP OPERATIONS





Course Overview

GDP Operations is designed for personnel whose roles involve the management, administration, storage or handling of healthcare products.

The course provides participants with an understanding of GDP requirements and their responsibilities within the GDP supply chain. Participants develop the knowledge required to apply GDP principles and procedures in their day-to-day roles and to support the organisation in maintaining GDP compliance.

Once the participant has successfully completed the training, a GDP Certificate will be issued as evidence that they have completed the required GDP training and are GDP compliant.





Course Details



LOCATION

Online | Self-Paced



AWARD

GDP Certificate
Valid for 2 years



TIMES & DURATION

Complete Any Time





Course Rates



MEMBERS

€ 200



NON-MEMBERS

€ 235



GDP CHAMPION





Course Overview

The GDP Champion oversees GDP systems within each individual premises and acts as the key contact point for compliance and quality aspects of GDP practices throughout the supply chain.

GDP Champion training provides the knowledge and skills required to oversee GDP systems, support compliance and ensure that appropriate GDP procedures and practices are implemented and maintained.

Once the participant has successfully completed the training, a GDP Champion Certificate will be issued as evidence that they have completed the required GDP Champion training.





What the Course Covers

UNDERSTANDING GDP
REGULATORY REQUIREMENTS

OVERSEEING GDP SYSTEMS
AND PROCEDURES

IDENTIFYING AND MANAGING GDP
COMPLIANCE RISKS

SUPPORTING EFFECTIVE GDP PRACTICES
WITHIN THE ORGANISATION

ADVISING COLLEAGUES ON THEIR GDP
RESPONSIBILITIES

MAINTAINING APPROPRIATE
DOCUMENTATION AND PROCEDURES

PREPARING THE ORGANISATION
FOR A GDP AUDIT

KEEPING UP TO DATE
WITH RELEVANT GDP REQUIREMENTS
AND BEST PRACTICE



Course Details



LOCATION

Online | with an
Expert Trainer



AWARD

GDP Champion Certificate
Valid for 2 Years



TIMES & DURATION

3 Full Days | 9:30 AM – 3:30 PM





Course Rates



MEMBERS

€ 2,500



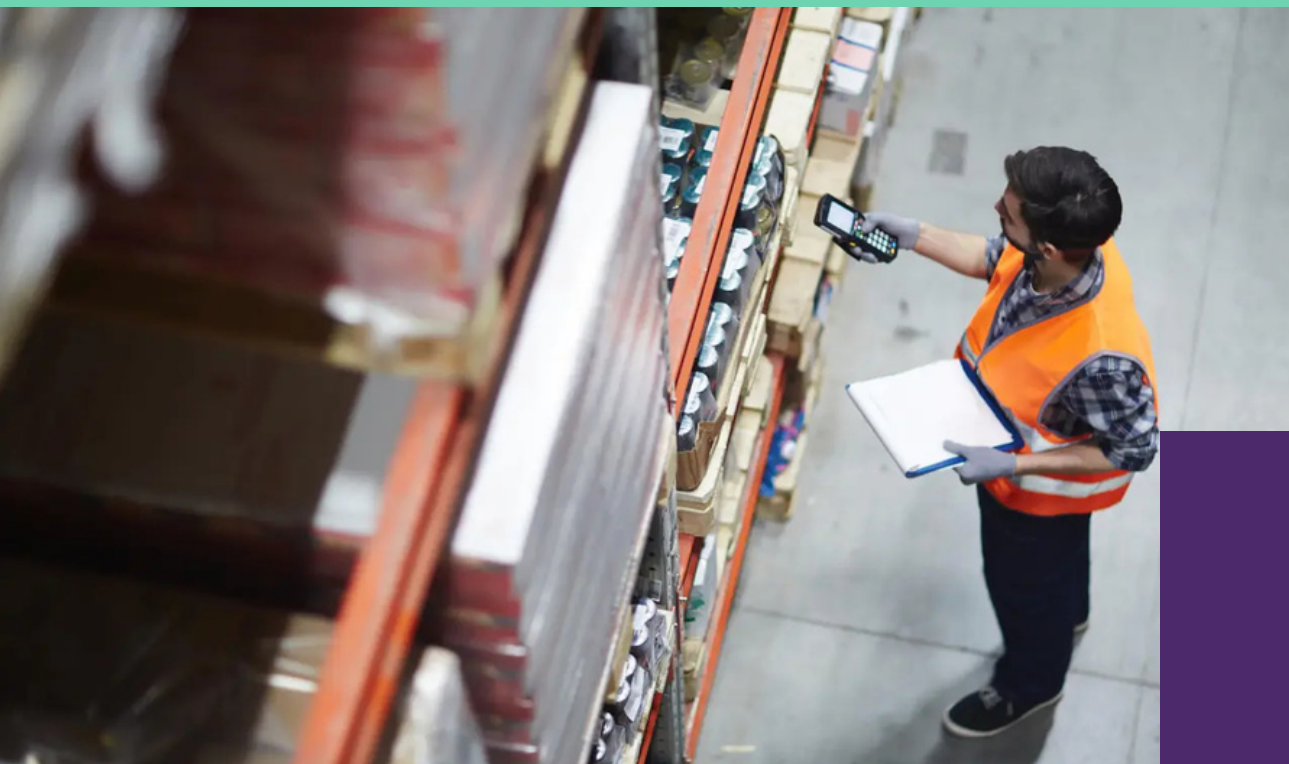
NON-MEMBERS

€ 3,000



GDP CHAMPION REFRESHER





Course Overview

The GDP Champion Refresher is designed for existing GDP Champions whose certification is approaching renewal.

The one-day course refreshes the Champion's knowledge and covers relevant updates to GDP regulations and requirements.

It ensures that GDP Champions remain up to date and equipped to continue overseeing GDP compliance and best practice within their organisation.

The course also helps prepare GDP Champions to lead their organisation towards a successful GDP Audit.





Course Details



LOCATION

Online | with an
Expert Trainer



AWARD

GDP Champion Certificate
Valid for 2 Years



TIMES & DURATION

Full Day | 9:30 AM – 3:30 PM





Course Rates



MEMBERS

€ 999



NON-MEMBERS

€ 1,250



GDP AUDIT





Course Overview

Once the relevant personnel have completed the required GDP training, the final stage in achieving the GDP Passport is the GDP Audit.

An IEA GDP Auditor conducts an on-site audit to assess whether the organisation has the appropriate procedures and practices in place to meet the requirements of the GDP Code of Practice.

The audit provides an independent assessment of your organisation's GDP compliance and identifies any areas where procedures or practices may need to be strengthened.





Following the audit, the audit report is submitted for approval to the Life Sciences International (LSI) Steering Committee, an independent committee comprising representatives from the life sciences industry.

If the audit report is approved, the organisation is awarded the IEA GDP Passport Certificate, and the organisation is included in the list of GDP Passport approved companies on the IEA member portal.





Course Details



LOCATION

On Site



AWARD

GDP Passport Certificate
Valid for 2 Years



TIMES & DURATION

Half Day | 9:30 AM – 12:30 PM





Course Rates



MEMBERS

€ 1,500 + VAT



NON-MEMBERS

€ 2,500 + VAT



FOLLOW-UP AUDIT

Where non-compliance issues are identified, a follow-up audit may be required for additional fee of €500 + VAT



TRAIN YOUR
PEOPLE

MAINTAIN YOUR
STANDARDS

DEMONSTRATE YOUR
GDP COMPLIANCE

GET IN TOUCH



EMAIL

training@irishexporters.ie



PHONE

+353 (0) 1 661 2182



WEBISTE

irishexporters.ie/good-distribution-practice-gdp



Irish Exporters Association

www.irishexporters.ie



+353 1 661 2182



training@irishexporters.ie

