



Annex 1 Compliance Readiness Checklist

Responsible Person leading Annex 1 Compliance Readiness Project	
Assign owners to each of the key areas in scope	
Provide training to the relevant stakeholders related to the Annex 1 requirements	
Conduct a Gap Assessment in each key area detailing current practices versus Annex 1 requirements	
Draft a summary report detailing all gaps, agreed remediation actions and overall execution plan	
Ensure all remediation actions are captured in the Quality Management System with assigned owner and due date	
Implement a governance structure to monitor progress of the remediation program against assigned due dates	

For additional information or support you can contact us [here](#) or visit <https://www.pharmalex.com>