

Agatha SOP

A Cloud-Based Application for Managing Standard Operating Procedures and Employee Records



The Agatha SOP application provides a ready-to-use solution for authoring, approving, managing and publishing standard SOPs and tracking employee training records.

Standard policies are at the heart of every quality operation, required by regulatory requirements and essential to ensure effective operations. The creation and management of SOPs is a critical process for every life sciences company.

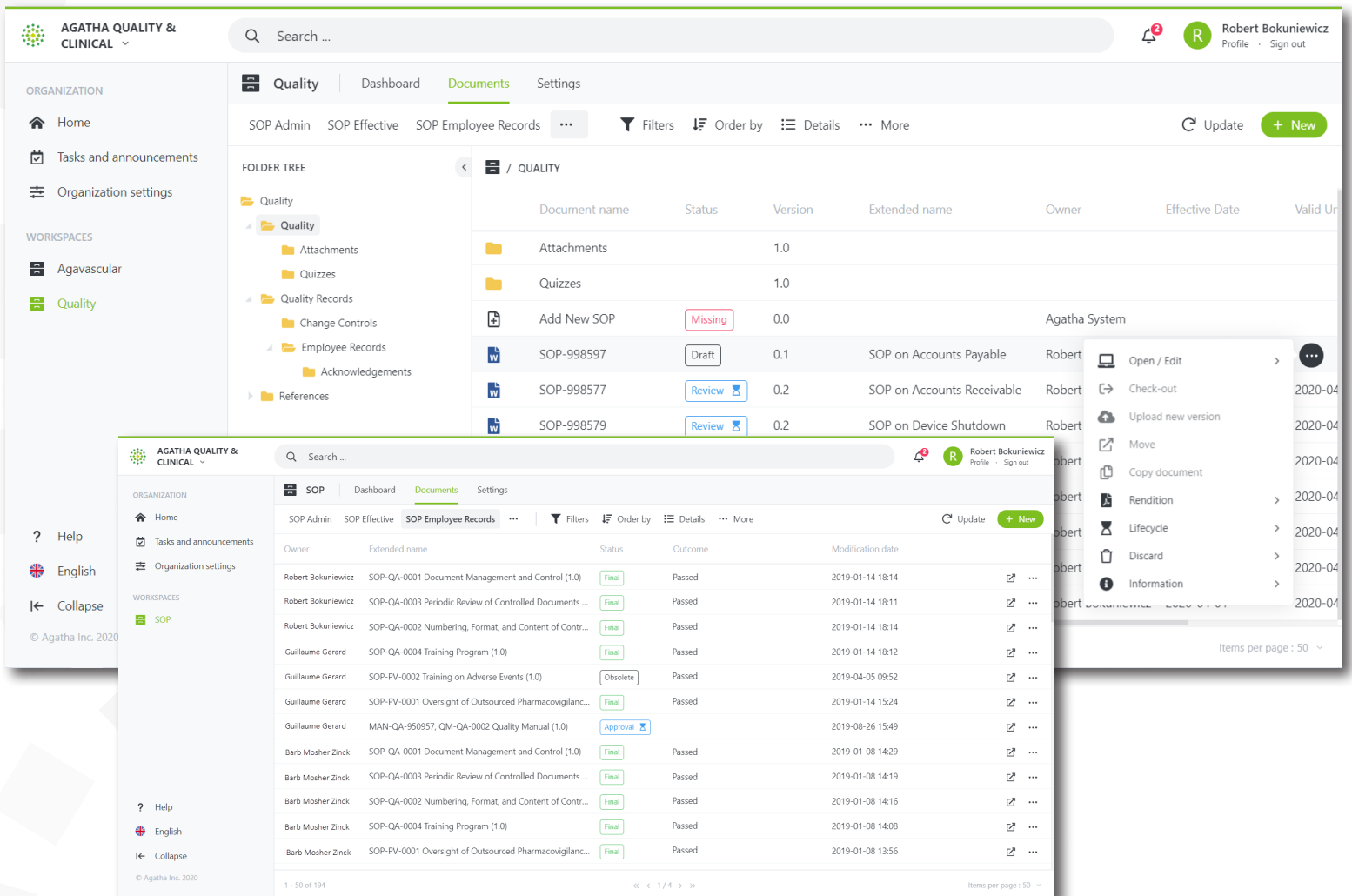
Agatha SOP is designed for organizations that need to implement a solution immediately while being able to scale quickly to address rapid growth. Unlike other solutions, Agatha SOP is available as a cloud-based application, ready to use immediately with standard templates and processes. That means there are no delays for an extensive planning and configuration project - you can start managing SOPs the same day you adopt Agatha and then adjust the application to your needs as you go.

Key Capabilities

- Create and document comprehensive policies from your own tailored templates
- Address the legal and regulatory rules that apply to your company for managing SOPs
- Track employee SOP compliance and training activities
- Manage and monitor processes for creation, review, and approval of SOPs with ready-to-use, easy-to-modify workflows
- Maintain prior versions of all SOPs and audit trails documenting all changes to every SOP

SOP Benefits

- Immediate Impact: Start using a complete SOP solution that is pre-configured and ready to use in the cloud today.
- Easy Audit Preparation: Simplify audit preparation with complete SOP documents, accurate training records and specialized view and reports for auditors.
- Increased Effectiveness: Create and deploy training documents and videos with quizzes to ensure effective training.
- Closed-Loop Process: End-to-end SOP creation, review, approval and training processes with automated workflows and change controls.
- Complete Records: Full lifecycle management and change control that tracks every version of every policy over its entire lifecycle.
- Always Up-To-Date: Agatha SOP ensures upto-date training with periodic reviews.



The screenshot displays the Agatha Quality & Clinical software interface. The top navigation bar includes the company logo, a search bar, and user information for Robert Bokuniewicz. The main content area is divided into a left sidebar with navigation options (Home, Tasks, Organization settings, Workspaces) and a central workspace showing a 'Documents' view. A folder tree on the left lists categories like Quality, Attachments, Quizzes, Quality Records, Employee Records, and References. The main table lists various SOPs with columns for Document name, Status, Version, Extended name, Owner, Effective Date, and Valid Until. A context menu is open over one of the rows, showing actions like Open/Edit, Check-out, Upload new version, Move, Copy document, Rendition, Lifecycle, Discard, and Information.

Document name	Status	Version	Extended name	Owner	Effective Date	Valid Until
Attachments		1.0				
Quizzes		1.0				
Add New SOP	Missing	0.0		Agatha System		
SOP-998597	Draft	0.1	SOP on Accounts Payable	Robert Bokuniewicz	2020-04	2020-04
SOP-998577	Review	0.2	SOP on Accounts Receivable	Robert Bokuniewicz	2020-04	2020-04
SOP-998579	Review	0.2	SOP on Device Shutdown	Robert Bokuniewicz	2020-04	2020-04

Owner	Extended name	Status	Outcome	Modification date
Robert Bokuniewicz	SOP-QA-0001 Document Management and Control (1.0)	Final	Passed	2019-01-14 18:14
Robert Bokuniewicz	SOP-QA-0003 Periodic Review of Controlled Documents ...	Final	Passed	2019-01-14 18:11
Robert Bokuniewicz	SOP-QA-0002 Numbering, Format, and Content of Contr...	Final	Passed	2019-01-14 18:14
Guillaume Gerard	SOP-QA-0004 Training Program (1.0)	Final	Passed	2019-01-14 18:12
Guillaume Gerard	SOP-PV-0002 Training on Adverse Events (1.0)	Obsolete	Passed	2019-04-05 09:52
Guillaume Gerard	SOP-PV-0001 Oversight of Outsourced Pharmacovigilanc...	Final	Passed	2019-01-14 15:24
Guillaume Gerard	MAN-QA-950957, QM-QA-0002 Quality Manual (1.0)	Approval		2019-08-26 15:49
Barb Mosher Zinck	SOP-QA-0001 Document Management and Control (1.0)	Final	Passed	2019-01-08 14:29
Barb Mosher Zinck	SOP-QA-0003 Periodic Review of Controlled Documents ...	Final	Passed	2019-01-08 14:19
Barb Mosher Zinck	SOP-QA-0002 Numbering, Format, and Content of Contr...	Final	Passed	2019-01-08 14:16
Barb Mosher Zinck	SOP-QA-0004 Training Program (1.0)	Final	Passed	2019-01-08 14:08
Barb Mosher Zinck	SOP-PV-0001 Oversight of Outsourced Pharmacovigilanc...	Final	Passed	2019-01-08 13:56