**Registration for submitted documents**

Good Laboratory Practice (GLP)

**Name of the institution, including the name of the legal entity**

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| **No. pc.** | **Documents to be submitted to the LATAK** | **Notes** |
|  | Application, research areas (Appendix 11 to the Application) |  |
|  | Statutes of the higher-ranking organization (legal entity) |  |
|  | Structure chart of a higher-level organization |  |
|  | Laboratory structure diagram |  |
|  | List of laboratory locations (with addresses) where GLP activities are carried out, including archives |  |
|  | Laboratory locations plan in the city |  |
|  | Laboratory premise plan |  |
|  | List of personnel (laboratory manager, research managers, quality manager, archivist), their education, qualifications, experience (summary) |  |
|  | Responsible personnel *CV* |  |
|  | Job descriptions of research personnel (upon request) |  |
|  | *Master* Schedule*​*​ |  |
|  | Procedures ( *SOP* ) (*Master list*​) |  |
|  | Procedures (see list below) |  |

Minimum Submittable Procedures ( SOPs )

|  |  |  |
| --- | --- | --- |
| No. pc. | Document name | **Notes** |
| 1. | Laboratory management |  |
| 2. | Quality Assurance Program |  |
| 3. | Document management |  |
| 5. | Archiving procedure |  |
| 6. | Studies located in multiple locations(organization) |  |

Documents should be sent electronically to the e-mail address [pasts@latak.gov.lv](mailto:pasts@latak.gov.lv) .

The evaluation process is initiated after receiving all necessary documents.

20\_\_\_ . year “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_ Laboratory Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note.*

*The document details "date" and "signature" are not filled in if the electronic document has been prepared in accordance with the regulatory enactments on the preparation of electronic documents.*