

Audit 08


[Example of CORRECT way to correct errors]

29 May 1998 1999 ^{cc 29/5/99}

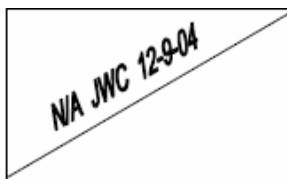
[Example of INCORRECT way to correct errors]

29 May 199~~8~~9

Time

	TIME
Region 1	Region 2
Midnight (12:00 A.M.)	00:00
12:30 A.M.	0030
6:00 A.M.	0600
12:00 P.M.	1200
1:00 P.M.	1300
11:00 P.M.	2300

Non-applicable pages of information



Signatures on Documents

Type of signature	Meaning
“done by” “performed by” “run by” “conducted by”	This is a signature or e-signature of the actual person who performed the work/test.
“checked by” “reviewed by”	This signature should reflect that the correct procedure was followed and the data recorded was accurate. The person who signs in this capacity does not have to be present but should have knowledge of the procedure.
“witnessed by”	This signature represents someone who actually watched the actual person performing the work. This person should know the actual procedure and steps in the procedure.
“approved by”	This signature reflects that documentation is accurate, and complete. It also indicates that, in the case of technical SOPs, the technical information is correct.