Good Manufacturing Practice

Make sure you have the correct written instructions before starting a task.
Good Manufacturing Practice

Do NOT carry out a task for which you have not been trained or in which you do not feel competent.
Good Manufacturing Practice

Always follow instructions precisely do not cut corners.

IF IN DOUBT ASK
Check that the equipment and the materials you are using are the correct ones, as stated in the procedure.
Good Manufacturing Practice

Keep everything clean & tidy (including yourself)
Good Manufacturing Practice

Make clear accurate records of what was done and the checks carried out.
Always be on the lookout for mistakes, defects and unusual events. Report them immediately
Check that the equipment you are using is clean (and calibrated where appropriate).
Good Manufacturing Practice

Always be on your guard for labelling errors