

PPP Production Team On-boarding

Complete BEFORE Starting Production

1. Assign a team role to each member of the Production Team.
2. Each team member reads their job description.
3. Team members choose a Team name.
4. Team members fill out the table below.
5. The completed Table is given to the Quality Assurance Technician who signs and dates it and files it.

Team Name: _____

Job Title	Name (Print)	Initials (include middle initial)	Date Month Day Year Ex: 03242022
Process Engineer			
Quality Assurance Technician			
Quality Control Technician			
Biomanufacturing Associate – Upstream Process			
Biomanufacturing Associate – Downstream Process			

QA Technician Name (Printed) _____

QA Technician Signature _____ Date _____