

GMP Contractor Onboarding Checklist (Template)

By Dave Manchester, Scientific Recruiting, KORE1. Twenty-seven steps, six stops, an owner and a piece of evidence for each.

CONTRACTOR	SEAT	SITE AND AREA
START DATE	TRAINER	SUPERVISOR

WHO OWNS THE STEP  Site trains, approves, signs  KORE1 does it before the start or on check-ins  Shared

1. Records office Who they are, what they have done, and a start the site is ready for.				BEFORE DAY ONE
☐ A1 BEFORE DAY ONE	Match the seat to the job description Education, training and experience read against what the work will actually be. 21 CFR 211.25(A)	 Shared	Resume, job description and the hiring manager's note	PERSON AND DATE
☐ A2 BEFORE DAY ONE	Verify resume, education and dates Degrees, certifications and employment dates checked at the source.	 KORE1	Verification report and copies of certificates	PERSON AND DATE
☐ A3 BEFORE DAY ONE	Run the background check the site requires Scope, drug screen and badge rules come from the site's own policy.	 KORE1	Completed report and the site's written requirements	PERSON AND DATE
☐ A4 BEFORE DAY ONE	File the consultant record if the seat is advisory Name, address, qualifications and the type of service, kept by the site. 21 CFR 211.34	 Shared	Consultant record in the site's files	PERSON AND DATE
☐ A5 BEFORE DAY ONE	Request the badge and building access Limited-access areas stay off the request until training says otherwise.	 Site	Badge request with the approver's name	PERSON AND DATE
☐ A6 BEFORE DAY ONE	Name the supervisor and the trainer A qualified person signs every training step, so name them first.	 Site	Training plan listing supervisor and trainer	PERSON AND DATE
☐ A7 BEFORE DAY ONE	Tell the contractor what day one looks like Arrival time, parking, what to wear and what stays at home, in plain words.	 KORE1	Start confirmation sent to the contractor	PERSON AND DATE
2. Training room GMP basics and every SOP in the curriculum, read and understood.				DAYS 1 TO 3
☐ B1 DAY 1	Site orientation and safety Site rules, emergency routes, who to ask and who not to bother.	 Site	Orientation attendance sheet	PERSON AND DATE
☐ B2 DAYS 1 TO 3	GMP training for the seat Current good manufacturing practice as it applies to this job, taught by a qualified trainer. 21 CFR 211.25(A)	 Site	Training record with trainer, date and topic	PERSON AND DATE

☐	B3 DAYS 1 TO 3	Read and understand every SOP in the curriculum Each procedure read, questions answered, signed once understood.	■ Site	Signed read-and-understand record for each SOP	PERSON AND DATE
☐	B4 DAYS 1 TO 3	Good documentation and data integrity How to record, correct and sign so the record holds up in an inspection.	■ Site	Training record entry	PERSON AND DATE
☐	B5 DAYS 1 TO 3	Check understanding before moving on A short quiz or a trainer's questions, not a signature alone.	■ Site	Quiz result or the trainer's note	PERSON AND DATE
3. Change room Gowning taught, qualified where the area needs it, and entry approved.					DAY 2 OR 3
☐	C1 DAY 2 OR 3	Gowning training Garment order, hand hygiene and what never touches the floor. <u>21 CFR 211.28</u>	■ Site	Gowning training record	PERSON AND DATE
☐	C2 DAY 2 OR 3	Gowning qualification, where the area needs one Aseptic and other controlled areas usually require a pass before first entry. <u>21 CFR 211.28</u>	■ Site	Gowning qualification record and the areas it covers	PERSON AND DATE
☐	C3 DAY 2 OR 3	Health and hygiene acknowledgment Including who to tell about an illness or an open cut before entering. <u>21 CFR 211.28</u>	■ Site	Signed acknowledgment	PERSON AND DATE
☐	C4 DAY 2 OR 3	Approve entry to the limited-access areas the seat needs Only the areas on the training plan, and only by supervisory approval. <u>21 CFR 211.28</u>	■ Site	Area access approval and the updated access list	PERSON AND DATE
4. Systems desk Accounts at the right level, with the training before the login.					DAY 2 ONWARD
☐	D1 DAY 2 ONWARD	Request LIMS, eQMS and ERP accounts at the role's level The least access that lets the seat do the job. Nothing shared.	■ Site	Access request with approver	PERSON AND DATE
☐	D2 DAY 2 ONWARD	Train on each system before the account goes live Users need training on the system itself, not only on the work. <u>21 CFR PART 11</u>	■ Site	System training record for each system	PERSON AND DATE
☐	D3 DAY 2 ONWARD	Set up the electronic signature A unique login, password rules and a signed statement that it counts as a handwritten one. <u>21 CFR PART 11</u>	■ Site	Signed e-signature acknowledgment and the account date	PERSON AND DATE
5. Supervised floor Watch, then do, with a trainer and a second reader.					WEEK 1 ONWARD
☐	E1 WEEK 1 ONWARD	Watch the trainer do the task The contractor observes the real task, start to finish, before touching it.	■ Site	Observation noted on the training record	PERSON AND DATE

☐	E2 WEEK 1 ONWARD	Do the task with the trainer watching First hands-on runs happen under direct observation, task by task. 21 CFR 211.25(A)	■ Site	Observed task record with trainer initials and date	PERSON AND DATE
☐	E3 WEEK 1 ONWARD	Give the first records a second reader Everything the contractor writes or signs early on gets a second-person review.	■ Site	Review notes on the first entries	PERSON AND DATE
☐	E4 DAY 2 AND DAY 5	Check in with the contractor and the supervisor What is missing, access, paperwork or a trainer's time? Gaps go to the training lead.	■ Shared	Check-in notes with open gaps and owners	PERSON AND DATE

6. QA office The site signs the record, task by task, before independent work.

WHEN THE RECORD IS COMPLETE

☐	F1 WHEN THE RECORD IS COMPLETE	Update the training matrix Each task the seat can now do alone is marked trained.	■ Site	Updated training matrix	PERSON AND DATE
☐	F2 WHEN THE RECORD IS COMPLETE	Sign off for independent work, task by task The supervisor and the quality or training lead sign. Until then, supervised work only. 21 CFR 211.25(A)	■ Site	Signed training record	PERSON AND DATE
☐	F3 WHEN THE RECORD IS COMPLETE	File the record where an inspector will look The contractor's record sits with the site's other training records.	■ Site	Record location noted on the training plan	PERSON AND DATE
☐	F4 WHEN THE RECORD IS COMPLETE	Put the next refresher on the calendar GMP training is continuing, so the next date is set before the first one is forgotten. 21 CFR 211.25(A)	■ Site	Next refresher date on the matrix	PERSON AND DATE

QUALIFIED FOR INDEPENDENT WORK

Contractor

I was trained on these tasks and understood them. Signature and date.

Trainer

I watched this person do the tasks. Signature and date.

Quality or training lead

The record is complete. Independent work is approved. Signature and date.

Read this too. Days are the usual order, not a promise. Your curriculum sets the real pace. This is a template and not a substitute for your own SOPs, and your quality unit decides what a complete record looks like. A staffing firm does not certify or own GMP training. The site owns the training record. Rules behind the checklist are 21 CFR 211.25, 211.28, 211.34 and Part 11, as of October 2026, so recheck each against its current text. The reasoning for each stop is at kore1.com/gmp-contractor-onboarding-checklist/. For laptops, accounts and offboarding, use kore1.com/contractor-onboarding-checklist/.