



Good Distribution Practice SOP (GDP)

1. Purpose

To define the requirements for implementation of Good Distribution Practice (GDP) within the organization's transportation and logistics operations to ensure the integrity, traceability, security, and quality of customer shipments throughout the shipment lifecycle.

This SOP ensures alignment with:

- GDP principles
- Good Documentation Practice (GDocP)
- ALCOA+ data integrity principles

2. Scope

This SOP applies to all employees, contractors, drivers, dispatch personnel, supervisors, and Quality Assurance (QA) personnel involved in:

- Order intake
- Job creation in Xcelerator
- Dispatch and routing
- Pickup
- Transportation
- Delivery (attended and unattended)
- VPOD (Visual Proof of Delivery)
- Documentation upload
- Incident, deviation, and nonconformance management

This SOP applies to all shipments handled by the organization.



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3. Policy

The organization shall conduct all transportation and distribution activities in accordance with GDP principles to ensure:

- Shipment integrity is maintained
- Products are protected from damage, loss, contamination, and tampering
- Documentation is accurate, complete, and contemporaneous
- All activities are traceable
- Deviations are documented and investigated
- Data integrity is maintained per ALCOA+

No shipment may be transported outside of established GDP controls.

4. Responsibilities

4.1 Operations Manager

- Ensure GDP implementation across transportation activities
- Ensure personnel training on GDP and documentation requirements

4.2 Dispatch

- Build jobs accurately in Xcelerator
- Confirm customer instructions are documented
- Ensure drivers are assigned based on qualification
- Verify required documents are attached

4.3 Drivers

- Perform pickups and deliveries per job instructions
- Inspect shipment condition at pickup and delivery
- Capture accurate timestamps
- Upload required documentation via MobileTek
- Report deviations immediately



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4.4 Quality Assurance (QA)

- Conduct job audits
- Review deviations and nonconformances
- Ensure documentation meets ALCOA+ principles
- Monitor compliance trends

4.5 Fleet, Facility and Safety Manager

- Ensure vehicles are suitable for intended transport
- Ensure vehicles are maintained appropriately
- Ensure cleanliness and safety standards are upheld

5. GDP Requirements in Transportation Operations

5.1 Order Intake & Job Creation

- Customer instructions must be documented in Xcelerator.
- Location names must follow standardized naming conventions.
- Special handling requirements must be clearly identified.
- Job data must be reviewed for completeness before dispatch.

All entries must comply with GDocP and ALCOA+ principles.

5.2 Vehicle & Equipment Controls

- Vehicles must be clean and free from contamination risk.
- Vehicles must be maintained in roadworthy condition.
- Temperature-controlled shipments (if applicable) must use appropriate equipment.
- Security measures must prevent theft or tampering.



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5.3 Pickup Controls

At pickup, the driver must:

- Verify shipment matches job details
- Inspect packaging for visible damage
- Document shipment condition
- Obtain required signatures
- Scan and upload required documents in MobileTek

Discrepancies must be reported immediately and documented as a deviation when required.

5.4 Transportation Controls

- Shipments must remain secure during transit.
- Stops must be limited to operationally necessary activities.
- Shipments must not be left unattended unless authorized by job instructions.
- Unattended deliveries must follow approved procedures and include VPOD.

5.5 Delivery Controls

At delivery, the driver must:

- Confirm recipient identity when required
- Capture delivery time
- Obtain signature or follow unattended delivery protocol
- Capture VPOD to document package condition
- Upload all documentation promptly

VPOD is required to document the shipment condition at delivery, regardless of attended or unattended status.



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5.6 Documentation & Data Integrity

All records must comply with ALCOA+ principles:

- Entries must be attributable to the individual performing the task
- Documentation must be completed contemporaneously
- Records must be legible and accurate
- Corrections must follow GDocP standards (single line-through, initial, date, reason)
- Completed documents must be uploaded into Xcelerator

Dispatch is responsible for ensuring required documents are attached to the job file.

5.7 Deviations & Nonconformances

Examples include:

- Damaged shipments
- Late deliveries
- Incorrect delivery location
- Missing documentation
- Failure to capture required VPOD

All deviations must be:

- Documented
- Reported to supervision
- Investigated per the Deviation & Nonconformance SOP

5.8 Training

Personnel involved in transportation activities must receive training on:

- GDP principles
- GDocP



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- ALCOA+
- Shipment Lifecycle SOP
- Deviation & Nonconformance SOP

Training records must be maintained per Document Control requirements.

6. Risk Management

Operational risks must be evaluated in areas including:

- Temperature excursions
- Route security
- Documentation errors
- Equipment failure

Mitigation controls must be implemented and periodically reviewed.

7. Internal Audits

QA shall conduct periodic job audits to verify:

- Job correctly built vs customer alert
- All appropriate documents attached
- VPOD captured when required
- Proper documentation uploaded
- Compliance with GDP controls

Audit findings shall be documented and trended.

8. Records

The following records support GDP compliance:

- Job files in Xcelerator



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- VPOD images
- Signed delivery confirmations
- Deviation reports
- Audit records
- Training records
- Vehicle maintenance logs

Records must be retained per the Document Control SOP.

9. Definitions

GDP (Good Distribution Practice): Standards ensuring quality and integrity of products during distribution.

GDocP (Good Documentation Practice): Documentation principles ensuring records are accurate, complete, legible, and traceable.

ALCOA+:

- Attributable
- Legible
- Contemporaneous
- Original
- Accurate
- Complete
- Consistent
- Enduring
- Available

VPOD: Visual Proof of Delivery used to document condition and confirm shipment at delivery.

Deviation: Any departure from an approved process, SOP, or customer instruction.



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REVISION CONTROL

The following is the revision history for this document.

Version	Change Description	Eff Date	Approver	Approver
1.0	Creation	04 MAR 2026	DocuSigned by: <i>Bill Maloney</i> 03/03/2026 C34D253302F940F...	Signed by: <i>Vince Lombardi</i> 03/03/2026 213BC8E41A9D48A...

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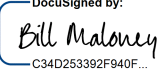
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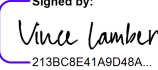
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
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