

SOPVault™ Overview

Contents

 What is SOPVault™	1
 Key Features	1
 How It Works.....	2
 Why SOPVault™	2

What is SOPVault™

SOPVault™ is a modern compliance and training management platform built for regulated industries like pharmaceuticals, medical devices, biotech, cosmetics, and nutraceuticals. It unifies document control and training management in one FDA 21 CFR Part 11–ready platform. Control SOP revisions, route multi-level approvals, capture compliant e-signatures with identity re-verification, and maintain immutable time-stamped audit trails. Link each SOP revision to role-based training, AI-generated quizzes, and OJT task verification so competency is proven—not assumed. Real-time dashboards and exportable records keep you audit ready every day.

Key Features

- **Centralized SOP & Document Control**
Upload, organize, version, and manage all your critical documents with structured workflows.
- **Training Assignment & Progress Tracking**
Assign training by role, department, or individual, and track completions through built-in dashboards.
- **Quiz & OJT Task Tracking**
Upload your SOPs; AI turns them into quizzes and OJT checklists. Assign, track, and verify in SOPVault™.
- **Flexible Approval Workflows**
Route documents and training categories through structured, multi-level approval processes.

SOPVault™ Overview

- **User & Role Management**

Define organizational structure and manage access levels, responsibilities, and updates over time.

- **Audit-Ready Logs & Compliance Support**

Full history of changes, approvals, and training activity to support FDA, ISO, and GMP audits.

- **Secure Infrastructure**

Role-based access, encrypted storage, and protected cloud access ensure your data is safe and private.

How It Works

- Set up your org chart, departments, and users
- Upload and categorize SOPs and related documents
- Route for approval and assign training
- Track completion of training, quizzes, and OJT tasks
- Maintain readiness with full audit trails and dashboards

Why SOPVault™

- Works with your current SOPs — no need to rebuild content
- Tracks user comprehension and hands-on training
- Reduces manual admin with structured workflows
- Keeps your team aligned, trained, and compliant