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# 21 CFR Part 11 Requirements

21 CFR Part 11 lists the following controls for closed systems:

- Validation
- Device checks
- Operational system checks
- Accurate and complete copies
- Accurate and steady retrieval
- Limited access to systems and data
- Authority checks
- Electronic audit trail
- Training/qualification of personnel
- Accountability of signatures
- Control over system documentation

## 21 CFR Part 11

What Should a Life Science Company Look for in a 21 CFR Part 11 Compliant Learning Management System?



eLeap

21 CFR Part 11	21 CFR Part 11
<p><b>21 CFR 312.63 (a) - Security of Data</b></p> <p>Each manufacturer, user, or other person who maintains, operates, or is in a position to control access to a computer system that is used to create, modify, distribute, receive, transmit, or receive electronic information, including but not limited to, data, programs, and source code, shall implement and maintain appropriate security measures to protect that information from unauthorized access, destruction, use, modification, or disclosure.</p> <p><b>21 CFR 312.63 (b) - Security of Data</b></p> <p>Each manufacturer, user, or other person who maintains, operates, or is in a position to control access to a computer system that is used to create, modify, distribute, receive, transmit, or receive electronic information, including but not limited to, data, programs, and source code, shall implement and maintain appropriate security measures to protect that information from unauthorized access, destruction, use, modification, or disclosure.</p>	<p><b>21 CFR 312.63 (a) - Security of Data</b></p> <p>Each manufacturer, user, or other person who maintains, operates, or is in a position to control access to a computer system that is used to create, modify, distribute, receive, transmit, or receive electronic information, including but not limited to, data, programs, and source code, shall implement and maintain appropriate security measures to protect that information from unauthorized access, destruction, use, modification, or disclosure.</p> <p><b>21 CFR 312.63 (b) - Security of Data</b></p> <p>Each manufacturer, user, or other person who maintains, operates, or is in a position to control access to a computer system that is used to create, modify, distribute, receive, transmit, or receive electronic information, including but not limited to, data, programs, and source code, shall implement and maintain appropriate security measures to protect that information from unauthorized access, destruction, use, modification, or disclosure.</p>

### GlobalCompliancePanel Your Gateway to Regulatory Compliance

#### Live Webinar on Excel Spreadsheets - Develop and Validate to Eliminate 483s

Date: Thursday, July 18, 2013 Time: 10:00 AM PDT | 01:00 PM EDT

Duration: 60 Minutes Location: Online Register Now

Instructor: David Nettleton

**Overview:** Learn how to use excel spreadsheet for GxP data and reduce validation cost and time. Configure Excel for audit trails, security features, and data entry verification.

What makes this session unique is the combination of step-by-step instructions and the hands on workings of each participant. Bring your laptop and use Excel for your own needs. This session will make you a better Excel user, saving you time and costs.

- Areas covered in the session:**
- Become compliance when using Excel spreadsheets for GxP data.
  - Reduce validation time and costs.
  - Increase compliance while lowering resource needs.
  - Avoid 483s and Warning Letters.
  - Understand what validation documentation is required.
  - How to use Excel's audit trail.
  - Hands on workshop to address your specific needs.
  - How to use cell and file protections.

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| <p><b>Who Will Benefit:</b></p> <ul style="list-style-type: none"> <li>- All Excel users</li> <li>- IT</li> <li>- QA</li> <li>- QC</li> <li>- Laboratory staff</li> <li>- Managers</li> <li>- Executives</li> </ul> | <p><b>About Speaker</b></p> <p><b>David Nettleton</b><br/>FDA Compliance Specialist,<br/>David Nettleton, is an FDA Compliance Specialist for 21 CFR Part 11, cGMP, and Computer System Validation. His latest book is "Risk Based Software Validation - Ten easy steps" that relates to the development, purchase, installation, operation and maintenance of computerized systems used in regulated applications. <a href="#">...more</a></p> |
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Code of Federal Regulations  
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**FOOD & DRUG  
ADMINISTRATION**

**21 CFR  
Part 11**  
ELECTRONIC RECORDS;  
ELECTRONIC SIGNATURES


**Parts 210 & 211**  
cGMP IN MANUFACTURING,  
PROCESSING, PACKING,  
OR HOLDING OF DRUGS AND  
FINISHED PHARMACEUTICALS

**Part 820**  
QUALITY SYSTEM REGULATION

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**ICH Q7**  
GOOD MANUFACTURING  
PRACTICE GUIDE FOR ACTIVE  
PHARMACEUTICAL INGREDIENTS

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*"Helping Companies Meet and Exceed FDA and  
Total Quality Management Standards"*

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The DocuSign Part 11 module is an improvement of product available for DocuSign's life science clients. Title 21 CFR Part 11 is the part of the Title 21 of the Federal Regulations Code that establishes the regulations of the Food and Drug Administration of the United States on electronic records and electronic signatures. Subsection 11.300 d) A procedure for the initial and periodic verification of devices such as cards or cards that carry or generate a code of identification or password information will be established, in order to ensure that they work correctly and that have not been altered Unauthorized. In 21 CFR Part 11, the Food and Drug Administration (FDA) establishes its requirements for records and electronic signatures. Subsection 11.100 (b) People using electronic signatures should, before or at the time of their use, certify the agency that electronic signatures in their system, used as of August 20, 1997, have the intention of Be jurden equivalently binding to traditional handwritten signatures. Subsection 11.100 (c.2) Electronic signatures that are not based on biometric data should use at least two different identification elements, such as a code of identification and a password. Subsection 11.200 a) 1) i) When a person executes one or more unrealized firms during a system controlled access to the system, each signing must be executed using all the components of the electronic signature. The forest development direction also published an orientation document entitled «Part 11, electronic records; Electronic signatures Á «Scope and Application» to provide additional clarifications on electronic records and electronic signatures. Subsection 11.200 a) 1) ii) The of each ³ of identification ³ and contrast combined so that there are no two people who have the same combination of identification ³ and contrast ³. Subsection³ n 11,300 b) ³ procedures for managing losses should be followed in order to disauthorize³ only electronically³ Chips, missing or other potentially compromised, lost devices or other devices that carry or generate identification code information or password. To be compatible with electronic signatures, you should include: Á, the signing name of the signer The date and time The signature of a digital unique user ID adopted Signature The meaning of the signature (labeling "reason") was executed. What are they? Other requirements for electronic signatures? The FDA allows electronic signatures to be used instead of pen and ink signatures on paper documents so that the business can be done digitally. Subsection 11.300 (e) The system must use the transaction safeguards to avoid unauthorized use of passwords and / or identification codes, and to detect and immediately inform and urgently any attempt at unauthorized use. What is 21 cfr part 11? Subsection 11.200 (a) (1) Á. When a person executes a series of signatures during a continuous and continuous period of controlled access of the system, the first signature must be executed using all electronic signature components. Subsection 11.100 (c) People using electronic signatures must, after the request of the agency, provide an additional certification or testimony that a specific electronic signature is the legally binding equivalent of the signature firm of the signer. These regulations, which apply to all the areas of the FDA program, were allocated to allow the most widely possible use of electronic technology, compatible with the responsibility of the FDA to protect public health. Subsection 11.300 (a) The identification code and password emissions should be verified, reminded or reviewed periodically (for example, to cover events as a password aging). We have a full guide for CFR 11 and electronic signatures with examples .sacin³Artece .sacin³Artece samrif ed osu le noc sodanoicaler sotisiuqer sol ebircsed euq .11 etraP 12 olutÁT RFC ed C etrapbus al somerimuser ÁuqA .n³Aiccafisatas ed sotisiuqer sol necafisatas ngisUcoD senoiculus sal om³Ác The signatures must be executed using at least one electronic signature component that is only executable by the person and designed to be used only by it. Includes additional security and controls, resulting in a different signature experience in relation to unregulated use cases. cases

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