



DECODING PHARMA
QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Competency Level Evaluation of Quality Assurance and Quality Control Personnel	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for evaluate the competency level of Quality Assurance and Quality Control Personnel.

2.0 SCOPE:

This procedure is applicable to assessment of technical competency levels of Quality Assurance And Quality Control Personnel.

3.0 RESPONSIBILITY:

Head -QA, Head-QC
Head – Quality Assurance

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

- 5.1 All personnel working in QC and QA shall have adequate training, experience and education.
- 5.2 The competency levels shall be checked for all QA and QC personnel by the in Head of the department.
- 5.3 The competency levels shall be checked for each individual based on the job responsibilities of the person.
- 5.4 Job responsibilities shall be prepared by the Head of QA and QC for each individual.
- 5.5 Training shall be organized by the Head of QA and QC to each individual based on the job responsibilities.



DECODING PHARMA
QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Competency Level Evaluation of Quality Assurance and Quality Control Personnel	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- 5.6 The details of name, employee number, age, department, designation/grade, date of joining, past technical experience and present experience shall be documented for each employee.
- 5.7 The competency of each individual shall be rated by Head of QA and QC.
- 5.8 The details of external/specified training program shall be documented.
- 5.9 The individual shall be re - trained if found to be below the competency levels.
- 5.10 The details of the individual shall be documented in the training format.

Note: Whenever new responsibility is assigned, the competency of each individual shall be evaluated.

6.0 ABBREVIATION (S):

QA : Quality Assurance
QC : Quality Control

7.0 REFERENCE(S):

NA

8.0 ANNEXURE (S):

Nil

9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION