



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Handling of Cable Tie with Numbering System for Issuance of Raw Materials (API)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a Procedure for Handling of Cable Tie by IPQA during Issuance of Raw Materials from Warehouse.

### 2.0 SCOPE:

This SOP is applicable for Handling of Cable Tie by IPQA during Issuance of Raw Materials from Warehouse at .....

### 3.0 RESPONSIBILITY:

Officer/Executive- QA are responsible to follow the Procedure defined in this SOP.

### 4.0 ACCOUNTABILITY:

Head Quality Assurance shall ensure training and compliance with this SOP.

### 5.0 DEFINITION:

Not Applicable

### 6.0 PROCEDURE:

#### 6.1 Receiving and Issuance of Cable tie.

**6.1.1** On procurement of Cable tie with numbering system it shall be received by Quality Assurance Department and its record shall be maintained as per **Annexure-I**, titled "Receipt and Issuance Record of Cable Tie".

**6.1.2** Cable tie with numbering system shall be used for dispensing of API (Active Pharmaceutical Ingredient) only and the color of this cable tie shall be Green.

**6.1.3** Quality Assurance Officer/Executive shall issue cable tie to IPQA person and maintain its record as per **Annexure-I**, titled "Receipt and Issuance Record of Cable Tie".



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**6.1.4** Before start of Dispensing IPQA person shall ensure availability of cable tie with numbering system in Dispensing Room.

### 6.2 Numbering System of Cable tie

Numbering system of cable tie used for dispensing of raw material (API) shall be

**DP0000001**

**Where,**

**DP** : Denotes Decoding Pharma

**0000001** : Denotes Serial Number of Cable tie

### 6.3 Usage of Cable tie

**6.3.1** IPQA person shall verify the dispensed material for Name of Material, AR. No., Weight and Product Name, Manufacturing date, Expiry date shall be verified from respective BMR.

**6.3.2** After verification of Raw Materials IPQA person shall use green cable tie and tied it on the poly bag containing API only.

**6.3.3** IPQA person shall note down the number of cable tie used and maintain its usage record as per **Annexure-II**, titled "Usage Record of Cable Tie".

**6.3.4** Before batch manufacturing concern IPQA person shall verify the Raw Material (API) against the cable tie numbering from its usage record.

**6.3.5** In case numbering of cable tie on Raw Material (API) found mismatch with Usage Record (Annexure-II) then it shall be returned to Warehouse and dispensing to be done again for required API.

## 7.0 ABBREVIATIONS:

No.	:	Number
SOP	:	Standard Operating Procedure
BMR	:	Batch Manufacturing Record
A.R.	:	Analytical Report
IPQA	:	In process Quality Assurance



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Mfg. Date : Manufacturing Date

Exp. Date : Expiry Date

### 8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Receipt and Issuance Record of Cable Tie	
Annexure-II	Usage Record of Cable Tie	

### 9.0 DISTRIBUTION:

Master Copy : Quality Assurance Department

Controlled Copy No. 01 : Quality Assurance Department

Controlled Copy No. 02 : Warehouse Department

### 10.0 REFERENCES:

In -House

### 11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00		Not Applicable	New SOP		



