DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Handling of Confidential Documents	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1. **PURPOSE:**

To define the procedure for Handling of Confidential Documents.

2. **SCOPE:**

The procedure is applicable in ……..

3. **RESPONSIBILITY:**

All employees working in …….

4. **PROCEDURE:**

4.1. Any document which possesses confidential information related to the company products and quality systems shall be considered as confidential documents.

4.2. All employees shall ensure that the information given in the documents are maintained confidentially.

4.3. The documents shall be restricted for circulation. Any distribution/handling shall be done only based on approved procedures.

4.4. The distribution and issuance of these documents to external persons/parties shall be authorized by GM- QC & A.

4.5. The following documents shall be referred in regulatory or other inspections, only based on discrement of Director – Operations & Executive Vice President or Head-QC & A,

4.5.1. Market Complaint.
4.5.2. Self Inspection reports.
4.5.3. Regulatory or third party observations.
4.5.4. Inspection reports.
4.5.5. Contract agreement.
4.5.6. Inter office communication.

5. MASTER SOP – Retained by Head – QC & A/Management Representative.

6. NUMBER OF CONTROLLED COPIES: 04

7. DISTRIBUTION LIST:

Copy No.	Distributed To
01	Head – QC & A
02	GM- Operations
03	In-charge – Warehouse
04	Manager- Production

8. REVISION HISTORY:

Date of Preparation	Revision History	Change Details	Reason for Revision
	00	New SOP	Not applicable