# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

| STANDARD OPERATING PROCEDURE | |
|---|---|
| **Department:** Quality Assurance | **SOP No.:** |
| **Title:** Handling of Status Label | **Effective Date:** |
| **Supersedes:** Nil | **Review Date:** |
| **Issue Date:** | **Page No.:** |

## 1.0 OBJECTIVE:

To lay down a procedure for handling of status labels.

## 2.0 SCOPE:

This SOP is applicable to the entire status labels in the QC, QA and Production, Engineering and Stores.

## 3.0 RESPONSIBILITY:

Personnel of all concerned departments and Quality Assurance.

## 4.0 DEFINITION(S):

NA

## 5.0 PROCEDURE:

5.1 The entire status labels are kept in lock and key/limited access.

5.2 QA will control and issue all the status labels as per Annexure I.

5.3 It shall be ensured that the status labels are not given to unauthorized person.

5.4 Fresh status labels shall be procured by raising requisition and proper authorization.

5.5 The wrongly written status labels shall be destroyed by shredding into pieces.

5.6 The used labels, after completion of activity shall be destroyed by tearing into pieces except ‘’CLEANED AND READY FOR USE’’ labels to be incorporated in respective batch records.

## 6.0 ABBREVIATION(S):

QA : Quality Assurance

QC : Quality Control

## 7.0 REFERENCE(S):

Nil

## 8.0 ANNEXURE(S):

Annexure I : Label issue record

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## 9.0 REVISION CARD:

| S.No. | REVISION No. | REVISION DATE | DETAILS OF REVISION | REASON (S) FOR REVISION |
|---|---|---|---|---|
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## Annexure I
## Label Issue Record

**Department:**

**Label Type:**

| Date of Receipt | Received From | Received By | Qty Received | Qty Issued | Balance Qty | Issued To | Issued By | Issued Date | Received By | Received Date |
|---|---|---|---|---|---|---|---|---|---|---|
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