



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance

SOP No.:

Title: Preparation of Master List

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

1.1 To lay down a procedure to prepare master list of Product & Equipment.

2.0 SCOPE:

2.1 This procedure applies to the

3.0 RESPONSIBILITY:

3.1 QA officer

4.0 ACCOUNTABILITY:

4.1 Head-QA/ his designee.

5.0 PROCEDURE:

5.1 The Product List shall be prepared as per format.

5.2 It shall contain Product Code, Generic Name. Label claim and shelf life of Product

5.3 The Production equipment list shall be prepared as per forma.

5.4 It shall contain Equipment Name, Equipment ID No, Model and Capacity of the Equipment

5.5 The Quality Control instrument list shall be prepared as per format.

5.6 It shall contain Instrument Code No, Name of Instrument, Make and Model.

6.0 ABBREVIATIONS:

6.1 SOP - Standard Operating Procedure

6.2 NA - Not Applicable

6.3 QA - Quality Assurance

7.0 CROSS REFERENCES:

7.1 NA



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8.0 REFERENCES:

8.1 In-House

9.0 ATTACHMENTS:

9.1 Product List (Generic)

9.2 Major Equipment Production

9.3 Major Equipment Quality Control

10.0 CIRCULATION LIST:

10.1 Quality Assurance

10.2 Production

10.3 Engineering & Utility

10.4 Quality Controls

10.5 Warehouse

10.6 Personnel & Administration

10.7 Purchase

10.8 Account

11.0 REVISION HISTORY:

SOP NUMBER	REASON FOR CHANGE	VERSION NUMBER	SUPERSEDES	CHANGE CONTROL No.
	New SOP	01	NIL	NA

