



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department: Quality Assurance</b>	<b>SOP No.:</b>
<b>Title: Procedure for Indent and Handling of Stereos</b>	<b>Effective Date:</b>
<b>Supersedes: Nil</b>	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for procedure for Indent and Handling of Stereos.

### 2.0 SCOPE:

This Standard Operating Procedure shall be applicable for procedure for Indent and handling of stereos at .....

### 3.0 RESPONSIBILITY:

Officer/Executive QA

Head -Quality Assurance /Designee

### 4.0 ACCOUNTABILITY:

Head QA

### 5.0 DEFINITIONS:

NA

### 6.0 PROCEDURE:

#### 6.1 Procurement:

**6.1.1** Based on tentative production plan, raise indent for stereos (**Annexure-II**) of planned Batches in advance get it approved by concerned production in charge and forward to QA for approval.

**6.1.2** QA person received the indent and checked it carefully then send this indent to Production. After receiving the approved indent from QA send the same scanned to Supplier for procurement.

**6.1.3** Write down following details in the stereos requisition:

Batch details, Price details, Mfg Date, Expiry Date, size of Stereos and qty. of Stereos.

**6.1.4** Factory security to receive the stereos and inform to concerned department. Concern department receive & check the quantity of stereos with party's challan & deposit the



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department: Quality Assurance</b>	<b>SOP No.:</b>
<b>Title: Procedure for Indent and Handling of Stereos</b>	<b>Effective Date:</b>
<b>Supersedes: Nil</b>	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

challan on security duly signed.

- 6.1.5** The production supervisor to check the details of received stereos with the requisition Sheet and send to QA for cross verification.

### 6.2 Receipt and storage of stereos :

- 6.2.1** After receiving of stereos, check all stereos for correctness of matter.
- 6.2.2** Carefully check each & every stereo with data given for making stereo.
- 6.2.3** Also verify the same with QA with duly sign.
- 6.2.4** Count the no. of stereos carefully after impression.
- 6.2.5** Store the stereos in labeled containers in the storage cabinet and issue to production and get the sign done by the production person in Annexure I.

### 6.3 Usage:

- 6.3.1** Production Supervisor/concern person issue stereos to machine operator, as per requirement of batch.
- 6.3.2** Machine operator affix the stereos on stereo drum of machine. Get it checked by production Officer/Executive and approved by QA person.
- 6.3.3** Get the approval of over printing at the start of every shift, even if same batch is running to avoid any accidental mistake.
- 6.3.4** On completion of batch, return the used stereos to Production Supervisor.

### 6.4 Destruction of stereos:

- 6.4.1** After use of stereos, Production Operator/Staff Shall destroy the stereos by cutting with scissor presence of QA person. .

### 7.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
No.	Number
BMR	Batch Manufacturing Record
Mfg	Manufacturing
Pvt.	Private
Ltd	Limited



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Procedure for Indent and Handling of Stereos	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 8.0 ANNEXURES:

Annexure No.	Title of Annexure	Format No.
Annexure-I	Stereos Impression and Destruction Record	
Annexure-II	Stereo Order	

### 9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department.
- Controlled Copy No. 02 Production 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	Not Applicable	New SOP		



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Procedure for Indent and Handling of Stereos	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

### ANNEXURE-I

#### STEREOS IMPRESSION AND DESTRUCTION RECORD

Stereo Provided by Prod. (Date)	Product Name with batch detail	Stereo Impression Area	Stereo Checked By QA Sign &Date	Checked Stereo Received By Production Sign &Date	Used Stereo Destruction by Production Sign &Date	Used stereo Checked By Production Sign &Date	Destruction of Stereo Verified by QA Sign &Date

