**QUALITY ASSURANCE DEPARTMENT** 

STANDARD OPERATING PROCEDURE			
<b>Department:</b> Quality Assurance	SOP No.:		
Title: Receipt Back Flush	<b>Effective Date:</b>		
Supersedes: Nil	<b>Review Date:</b>		
Issue Date:	Page No.:		

- **1. Purpose:** The purpose of this SOP is to describe the procedure for structure conversion for transferring one material item code to other item code.
- **2. Scope:** This procedure is applicable to receipt back flush at ......
- 3. References & Annexures:
  - 3.1 **References:** NA
  - 3.2 **Annexures:** NA
- 4. Responsibilities:
  - 4.1 **Quality Assurance:** 
    - 4.1.1 After Approval QA Shall proceed as per SOP.
  - 4.2 **Quality Control:** 
    - 4.2.1 To give approval for code to code transfer.
  - 4.3 **FDD**:
    - 4.3.1 To give approval for code to code transfer.
  - 4.4 Regulatory Affairs, Quality Head & Plant Head or designee:
    - 4.4.1 To review and approve the SOP.
- 5. Distribution:
  - 5.1 Quality Assurance.
  - 5.2 Quality Control.
  - 5.3 Production.
- 6. Abbreviations & Definitions of Terms:
  - 6.1 **Abbreviations:** 
    - 6.1.1 **SOP:** Standard Operating Procedure
  - 6.2 **Definitions of Terms :** NA

#### 7. Procedure:

- 7.1 Production department will request QA to transfer the materials from one item code to another.
- 7.2 After receiving the request from production, QA shall confirm whether the material is complies as per new code specification or not from QC/FDD.
- 7.3 After getting approval for code to code transfer from QC/FDD, QA shall then proceed as per below mentioned procedure.
- 7.4 Menu Path:

Step -I: Metis	➤ Logi	n 📂	Manufacturing ==	> N	Masters —
Production		Receipt Bac	ek Flush —— Click Ac	ld New	



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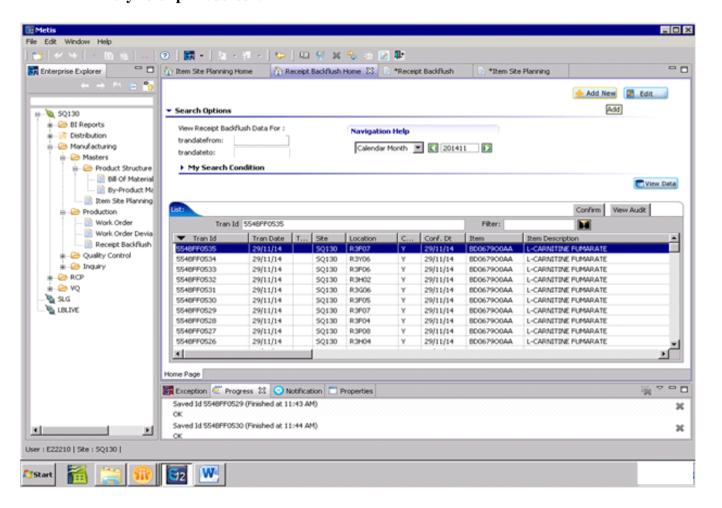
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Back Flush Type: C \_\_\_\_\_ Item Code :Entry New Item Code \_\_\_\_\_

Location : Entry Location (Materials Available at location)

Pack Code: **Dummy** QC Req: No Site Code Mfg: SQ13

#### Kindly refer print screen:





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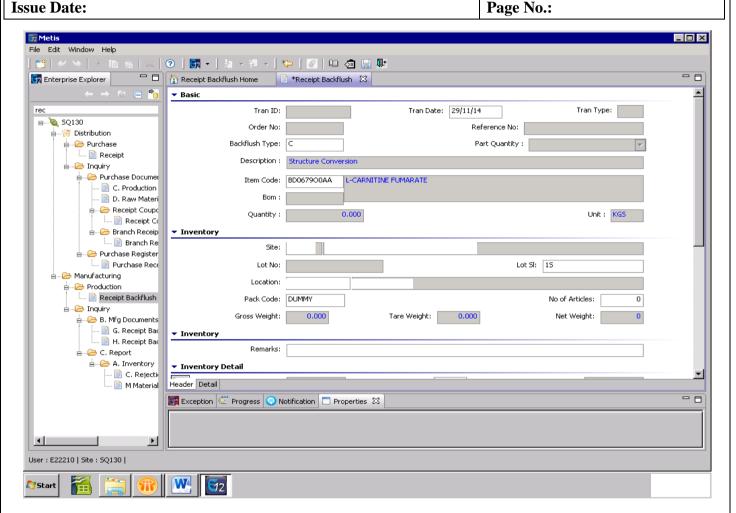
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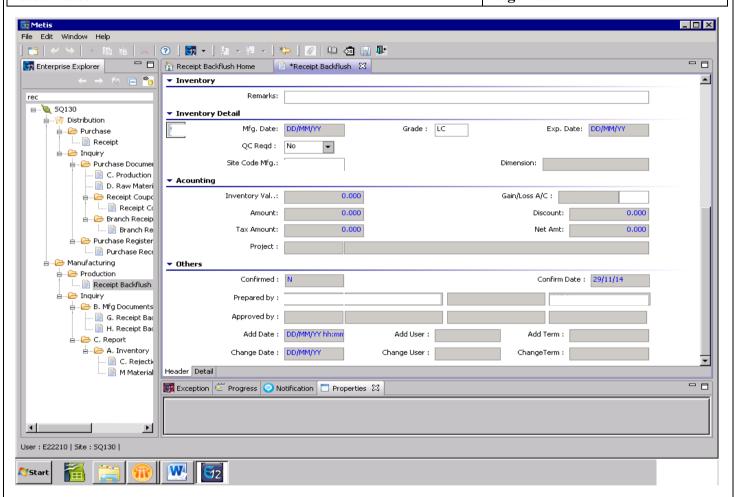




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#### Step -II:

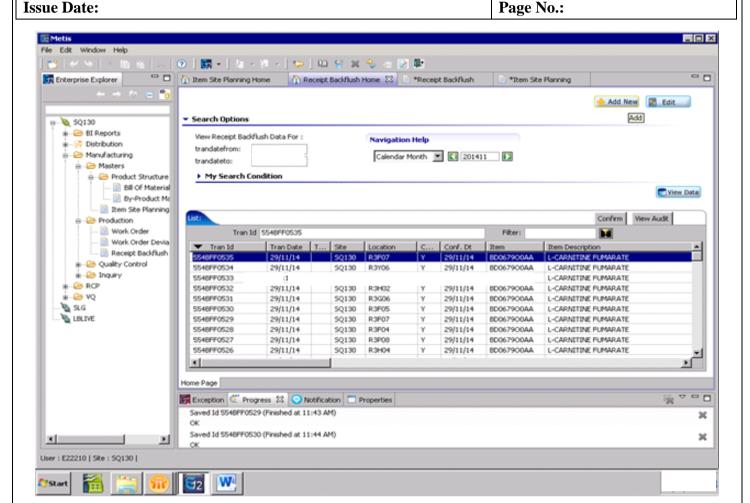
A.R. No. ⇒ Finish ⇒ Save ⇒ Select the View data ⇒ Confirm.



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# 8. History:

Revision No	Effective Date	Revision Details	CC No.

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