



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Assigning of Manufacturing Date	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for the assigning of the manufacturing date for the products.

### 2.0 SCOPE:

This procedure is applicable for all the finished products manufactured in the .....

### 3.0 RESPONSIBILITY:

Officer, Executives – Production and Quality Assurance  
Head – Quality Assurance

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 Each batch of the finished product shall be assigned a manufacturing date.
- 5.2 The date of manufacturing for the batch of the finished product is to be considered as the month in which the raw materials are dispensed for the batch.
- 5.3 The same shall be recorded in the BMR and other relevant records.

### 6.0 ABBREVIATION(S):

BMR : Batch Manufacturing Record

### 7.0 REFERENCE(S):

NA

### 8.0 ANNEXURE(S):

Nil



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### 9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION