



STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Handling of Cable Tie with Numbering System for Issuance of Raw Materials (API)	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Handling of Cable Tie by IPQA during Issuance of Raw Materials from Warehouse.

2.0 SCOPE:

This SOP is applicable for Handling of Cable Tie by IPQA during Issuance of Raw Materials from Warehouse at

3.0 RESPONSIBILITY:

Officer/Executive- QA are responsible to follow the Procedure defined in this SOP.

4.0 ACCOUNTABILITY:

Head Quality Assurance shall ensure training and compliance with this SOP.

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

6.1 Receiving and Issuance of Cable tie.

6.1.1 On procurement of Cable tie with numbering system it shall be received by Quality Assurance Department and its record shall be maintained as per **Annexure-I**, titled "Receipt and Issuance Record of Cable Tie".

6.1.2 Cable tie with numbering system shall be used for dispensing of API (Active Pharmaceutical Ingredient) only and the color of this cable tie shall be Green.

6.1.3 Quality Assurance Officer/Executive shall issue cable tie to IPQA person and maintain its record as per **Annexure-I**, titled "Receipt and Issuance Record of Cable Tie".



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6.1.4 Before start of Dispensing IPQA person shall ensure availability of cable tie with numbering system in Dispensing Room.

6.2 Numbering System of Cable tie

Numbering system of cable tie used for dispensing of raw material (API) shall be

DP0000001

Where,

DP : Denotes Decoding Pharma

0000001 : Denotes Serial Number of Cable tie

6.3 Usage of Cable tie

6.3.1 IPQA person shall verify the dispensed material for Name of Material, AR. No., Weight and Product Name, Manufacturing date, Expiry date shall be verified from respective BMR.

6.3.2 After verification of Raw Materials IPQA person shall use green cable tie and tied it on the poly bag containing API only.

6.3.3 IPQA person shall note down the number of cable tie used and maintain its usage record as per **Annexure-II**, titled "Usage Record of Cable Tie".

6.3.4 Before batch manufacturing concern IPQA person shall verify the Raw Material (API) against the cable tie numbering from its usage record.

6.3.5 In case numbering of cable tie on Raw Material (API) found mismatch with Usage Record (Annexure-II) then it shall be returned to Warehouse and dispensing to be done again for required API.

7.0 ABBREVIATIONS:

No.	:	Number
SOP	:	Standard Operating Procedure
BMR	:	Batch Manufacturing Record
A.R.	:	Analytical Report



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

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IPQA : In process Quality Assurance

Mfg. Date : Manufacturing Date

Exp. Date : Expiry Date

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Receipt and Issuance Record of Cable Tie	
Annexure-II	Usage Record of Cable Tie	

9.0 DISTRIBUTION:

Master Copy : Quality Assurance Department

Controlled Copy No. 01 : Quality Assurance Department

Controlled Copy No. 02 : Warehouse 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	New SOP		

