



**STANDARD OPERATING PROCEDURE**

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

**1. PURPOSE:**

To define the procedure for Handling of Confidential Documents.

**2. SCOPE:**

The procedure is applicable in .....

**3. RESPONSIBILITY:**

All employees working in .....

**4. PROCEDURE:**

- 4.1. Any document which possesses confidential information related to the company products and quality systems shall be considered as confidential documents.
- 4.2. All employees shall ensure that the information given in the documents are maintained confidentially.
- 4.3. The documents shall be restricted for circulation. Any distribution/handling shall be done only based on approved procedures.
- 4.4. The distribution and issuance of these documents to external persons/parties shall be authorized by GM- QC & A.
- 4.5. The following documents shall be referred in regulatory or other inspections, only based on discrement of Director – Operations & Executive Vice President or Head-QC & A,
  - 4.5.1. Market Complaint.
  - 4.5.2. Self Inspection reports.
  - 4.5.3. Regulatory or third party observations.
  - 4.5.4. Inspection reports.
  - 4.5.5. Contract agreement.
  - 4.5.6. Inter office communication.

**5. MASTER SOP – Retained by Head – QC & A/Management Representative.**



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6. **NUMBER OF CONTROLLED COPIES:** 04

7. **DISTRIBUTION LIST:**

<b>Copy No.</b>	<b>Distributed To</b>
01	Head – QC & A
02	GM- Operations
03	In-charge – Warehouse
04	Manager- Production

8. **REVISION HISTORY:**

<b>Date of Preparation</b>	<b>Revision History</b>	<b>Change Details</b>	<b>Reason for Revision</b>
	00	New SOP	Not applicable