| PHARMA DEVILS | |
QUALITY ASSURANCE DEPARTMENT	
STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Handling of Status Label	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0   OBJECTIVE:

To lay down a procedure for handling of status labels.

2.0   SCOPE:

This SOP is applicable to the entire status labels in the QC, QA and Production, Engineering and Stores.

3.0   RESPONSIBILITY:

Personnel of all concerned departments and Quality Assurance.

4.0   DEFINITION(S):

NA

5.0   PROCEDURE:

5.1   The entire status labels are kept in lock and key/limited access.

5.2   QA will control and issue all the status labels as per Annexure I.

5.3   It shall be ensured that the status labels are not given to unauthorized person.

5.4   Fresh status labels shall be procured by raising requisition and proper authorization.

5.5   The wrongly written status labels shall be destroyed by shredding into pieces.

5.6   The used labels, after completion of activity shall be destroyed by tearing into pieces except ''CLEANED AND READY FOR USE'' labels to be incorporated in respective batch records.

6.0   ABBREVIATION(S):

QA : Quality Assurance

QC : Quality Control

7.0   REFERENCE(S):

Nil

8.0   ANNEXURE(S):

Annexure I : Label issue record

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9.0   REVISION CARD:

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

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Annexure I
Label Issue Record

Department:

Label Type:

Date of Receipt	Received From	Received By	Qty Received	Qty Issued	Balance Qty	Issued To	Issued By	Issued Date	Received By	Received Date