STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Procedure of Preparation, Retrieval & Revision of MRP List	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a procedure of preparation, retrieval & revision of MRP list.

2.0 SCOPE:

This SOP is Applicable for procedure of preparation, retrieval & revision of MRP list at ……...

3.0 RESPONSIBILITY:

Officer / Executive QA

4.0 ACCOUNTABILITY:

Head QA

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

6.1 MRP (Maximum retail price) List shall be prepared by QA & shall contain price of all applicable products in alphabetical order.

6.2 Header of List shall contain following details:

6.2.1 Company Logo with Company Name and annexure title.

6.2.2 **Effective Date:** Date at which the list shall be approved by QA Head. This may be the same date or the maximum next date after approval.

6.2.3 **Review Date:** MRP list shall be updated at every 6 months ± 15 days. Updation of MRP list as per **Annexure –I,** means that next version will be given after every six month. In the meantime all updations shall be updated by QA in addendum of list as per **Annexure- II.**

6.2.4 **Revision No.:** indicates total revision in the list. Initially Revision no. shall be given as 00 & updations as 01, 02, 03…….

6.2.5 **Supersedes No.:** indicates last revision no. against which new revision has been taken.

For eg: in case of revision no. 01 supersedes no. shall be 00& for 02 revisions no. 01 shall be superseded.

6.3 Footer of the list shall contain following details:

6.3.1 **Prepared By:** person Name, Sign with Date & Designation. List shall be prepared by Officer/Executive from QA department.

6.3.2 **Checked By:** List shall be checked by the Head Production with details like Name Sign, & Date.

6.3.3 **Approved By:** List shall be approved by Head QA with all mentioned details in Annexure.

6.4 Updation in List:

MRP List shall be updated in every six month of effective date with ±15 days frequency as per **Annexure –I,** In case of any updations before six month updations shall be updated in addendum, as per **Annexure II,** After 06 months all updations shall be carried to main list from addendum.

Revision History shall contain details of all revisions with QA approval.

6.5 Distribution of List:

6.5.1 MRP list shall be distributed to all concerns viz: Each section of production department, Production planning, FG stores.

6.5.2 Photocopy of master copy shall be stamped with controlled stamp with control copy no. & record of distribution shall be maintained in the distribution document.

6.5.3 In case of updation in addendum QA person, responsible for MRP list preparation shall update the addendum as per **Annexure-II** of each control copy from each distribution sites.

6.5.4 In case of revision MRP list shall be retrieved from each distribution site by QA & destroyed through shredding.

6.5.5 In case of revision revised MRP list shall bear Master copy stamp after QA approval & master copy of last version shall be Sampled with obsolete Stamp shall be Retained by QA document cell.

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7.0 ABBREVIATIONS:

SOP	Standard Operation Procedure
S. No.	Serial Number
Ltd.	Limited
No.	Number
QA	Quality Assurance
QC	Quality Control
MRP	Maximum retail price

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure– I	MRP List	
Annexure – II	Addendum	

9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department.
- Controlled Copy No. 02 Production.

10.0 REFERENCE:

- In-house

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		

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ANNEXURE- I

MRP List

S.No.	DOSAGE FORM	COMPANY NAME	NAME OF PRODUCT	PACK SIZE	FINAL MRP	REMARKS

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ANNEXURE- II

ADDENDUM

S.No.	Dosage Form	Company Name	Name of Product	Pack Size	Final MRP	Effective Batch No.	Remarks

Prepared By QA Officer/Executive
Sign & Date

Checked By
Head production
Sign & Date

Approved By
Head Quality Assurance
Sign & Date