| STANDARD OPERATING PROCEDURE | |
|---|---|
| **Department:** Quality Control | **SOP No.:** |
| **Title:** Sampling, Testing, Release and Rejection of Consumable Items | **Effective Date:** |
| **Supersedes:** Nil | **Review Date:** |
| **Issue Date:** | **Page No.:** |

**1.0 OBJECTIVE:**

To lay down a procedure for Sampling, Testing, Release & Reject of consumable Item.

**2.0 SCOPE:**

This SOP is applicable to Sampling, Testing, Release & Reject of consumable Item like food grade oil, grease and hydrochloric acids, ETP, Water System Chemical & Housekeeping Item etc which is used for maintenance and in the process equipments.

**3.0 RESPONSIBILITY:**

Officer, Executive – Quality control

Head of Department – Quality Control

**4.0 PROCEDURE:**

**4.1 Sampling of consumable items:**

4.1.1 Sampling of consumable item shall be initiated after receiving the "GRN" from warehouse.

4.1.2 Quality control chemist shall enter the material details in consumable inward record as per Annexure - I, and shall assign A.R. No. for each batch /lot.

4.1.3 Quality control chemist shall prepare the Under test label.

4.1.4 Quality control persons shall perform the sampling of the items as per $\sqrt{n+1}$ and paste under test label on each pack and paste sample label on the sampled pack.

**4.2 Testing of consumable items:**

4.2.1 Quality control Chemist shall perform the analysis as per respective specification and standard test procedure wherever applicable.

4.2.2 Raw data shall be recorded in the respective Analytical raw data sheet.

4.2.3 After completion of analysis, all data shall be reviewed and certificates of analysis for each batch/ lot shall be prepared.

**4.3 Release/Reject of consumable items:**

4.3.1 If the material is approved prepare Approved labels for each containers and affix on each pack of the particular batch/lot above the "Under test label".

4.3.2 If the material is rejected prepare Rejected labels and affix on each pack of the particular batch/lot above the "Under test label". Initiate the "Rejection Note" for respective consignment as per SOP.

4.3.3 Send the rejection note to warehouse and ensure that the item is transferred to rejected area.

**5.0 ANNEXURE (S):**

Annexure - I: Consumable item inward record.

**6.0 REFERENCE (S):**

SOP: Sampling, Testing, Release & Rejection of Raw materials

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard Operating Procedure (SOP).

**7.0 ABBREVIATION (S) /DEFINITION (S):**

A. R. No.: Analytical Reference Number

SOP : Standard Operating Procedure

QCD : Quality Control Department

**REVISION CARD**

| S.No. | REVISION No. | REVISION DATE | DETAILS OF REVISION | REASON (S) FOR REVISION | REFERENCE CHANGE CONTROL No. |
|---|---|---|---|---|---|
| 01 | 00 | --- | --- | New SOP | --- |

PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

| STANDARD OPERATING PROCEDURE | |
|---|---|
| **Department:** Quality Control | **SOP No.:** |
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## ANNEXURE I
## CONSUMABLE ITEM INWARD RECORD

| S.No | Date of Intimation | Name of Consumable item | B.No. | Mfg. Date | Exp. Date | Qty. Received | Suppliers | Sampled By | GRN No. | AR No. | Date of Report | Analyst | Remarks |
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