



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Procedure for Indent and Handling of Stereos	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for procedure for Indent and Handling of Stereos.

2.0 SCOPE:

This Standard Operating Procedure shall be applicable for procedure for Indent and handling of stereos at

3.0 RESPONSIBILITY:

Officer/Executive QA

Head -Quality Assurance /Designee

4.0 ACCOUNTABILITY:

Head QA

5.0 DEFINITIONS:

NA

6.0 PROCEDURE:

6.1 Procurement:

6.1.1 Based on tentative production plan, raise indent for stereos (**Annexure-II**) of planned Batches in advance get it approved by concerned production in charge and forward to QA for approval.

6.1.2 QA person received the indent and checked it carefully then send this indent to Production. After receiving the approved indent from QA send the same scanned to Supplier for procurement.

6.1.3 Write down following details in the stereos requisition:

Batch details, Price details, Mfg Date, Expiry Date, size of Stereos and qty. of Stereos.

6.1.4 Factory security to receive the stereos and inform to concerned department. Concern department receive & check the quantity of stereos with party's challan & deposit the



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challan on security duly signed.

- 6.1.5** The production supervisor to check the details of received stereos with the requisition Sheet and send to QA for cross verification.

6.2 Receipt and storage of stereos :

- 6.2.1** After receiving of stereos, check all stereos for correctness of matter.
- 6.2.2** Carefully check each & every stereo with data given for making stereo.
- 6.2.3** Also verify the same with QA with duly sign.
- 6.2.4** Count the no. of stereos carefully after impression.
- 6.2.5** Store the stereos in labeled containers in the storage cabinet and issue to production and get the sign done by the production person in Annexure I.

6.3 Usage:

- 6.3.1** Production Supervisor/concern person issue stereos to machine operator, as per requirement of batch.
- 6.3.2** Machine operator affix the stereos on stereo drum of machine. Get it checked by production Officer/Executive and approved by QA person.
- 6.3.3** Get the approval of over printing at the start of every shift, even if same batch is running to avoid any accidental mistake.
- 6.3.4** On completion of batch, return the used stereos to Production Supervisor.

6.4 Destruction of stereos:

- 6.4.1** After use of stereos, Production Operator/Staff Shall destroy the stereos by cutting with scissor presence of QA person. .

7.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
No.	Number
BMR	Batch Manufacturing Record
Mfg	Manufacturing
Pvt.	Private
Ltd	Limited



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8.0 ANNEXURES:

Annexure No.	Title of Annexure	Format No.
Annexure-I	Stereos Impression and Destruction Record	
Annexure-II	Stereo Order	

9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department.
- Controlled Copy No. 02 Production 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	Not Applicable	New SOP		



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ANNEXURE-I

STEREOS IMPRESSION AND DESTRUCTION RECORD

Stereo Provided by Prod. (Date)	Product Name with batch detail	Stereo Impression Area	Stereo Checked By QA Sign &Date	Checked Stereo Received By Production Sign &Date	Used Stereo Destruction by Production Sign &Date	Used stereo Checked By Production Sign &Date	Destruction of Stereo Verified by QA Sign &Date

