

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDU	STANDARD OPERATING PROCEDURE		
Department: Quality Assurance	SOP No.:		
Title: Receipt Back Flush	Effective Date:		
Supersedes: Nil	Review Date:		
Issue Date:	Page No.:		

- **1. Purpose:** The purpose of this SOP is to describe the procedure for structure conversion for transferring one material item code to other item code.
- **2. Scope:** This procedure is applicable to receipt back flush at
- 3. References & Annexures:
 - 3.1 **References:** NA
 - 3.2 **Annexures:** NA
- 4. Responsibilities:
 - 4.1 **Quality Assurance:**
 - 4.1.1 After Approval QA Shall proceed as per SOP.
 - 4.2 **Quality Control:**
 - 4.2.1 To give approval for code to code transfer.
 - 4.3 **FDD**:
 - 4.3.1 To give approval for code to code transfer.
 - 4.4 Regulatory Affairs, Quality Head & Plant Head or designee:
 - 4.4.1 To review and approve the SOP.
- 5. Distribution:
 - 5.1 Quality Assurance.
 - 5.2 Quality Control.
 - 5.3 Production.
- 6. Abbreviations & Definitions of Terms:
 - 6.1 **Abbreviations:**
 - 6.1.1 **SOP**: Standard Operating Procedure
 - 6.2 **Definitions of Terms :** NA

7. Procedure:

- 7.1 Production department will request QA to transfer the materials from one item code to another.
- 7.2 After receiving the request from production, QA shall confirm whether the material is complies as per new code specification or not from QC/FDD.
- 7.3 After getting approval for code to code transfer from QC/FDD, QA shall then proceed as per below mentioned procedure.
- 7.4 Menu Path:

Step -I: Metis	➤ Logi	n 📂	Manufacturing =		Masters
Production		Receint Bac	ck Flush —— Click	k Add Ne	w



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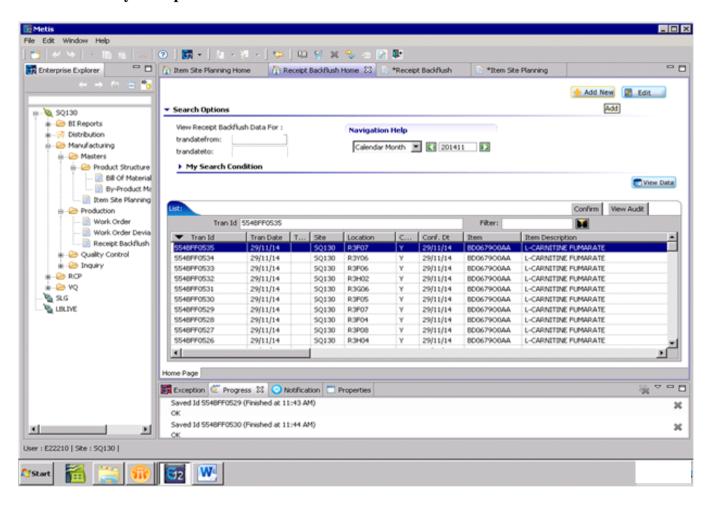
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Back Flush Type: C _____ Item Code :Entry New Item Code _____

Location : Entry Location (Materials Available at location)

Pack Code : **Dummy** QC Req : No Site Code Mfg :SQ13

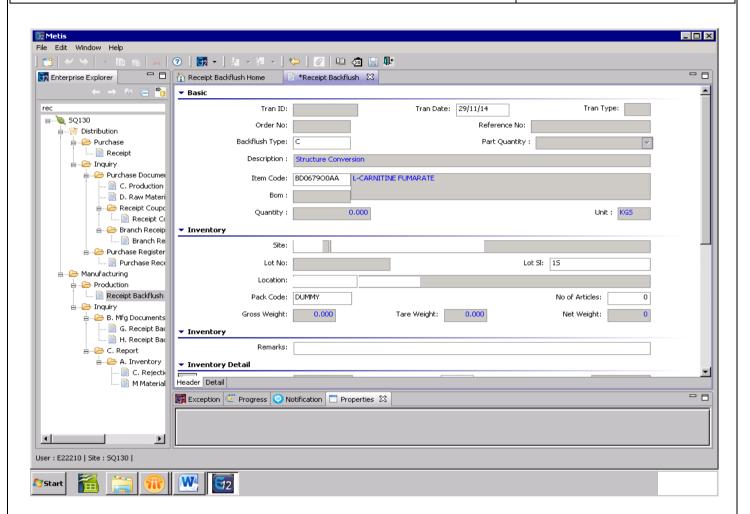
Kindly refer print screen:





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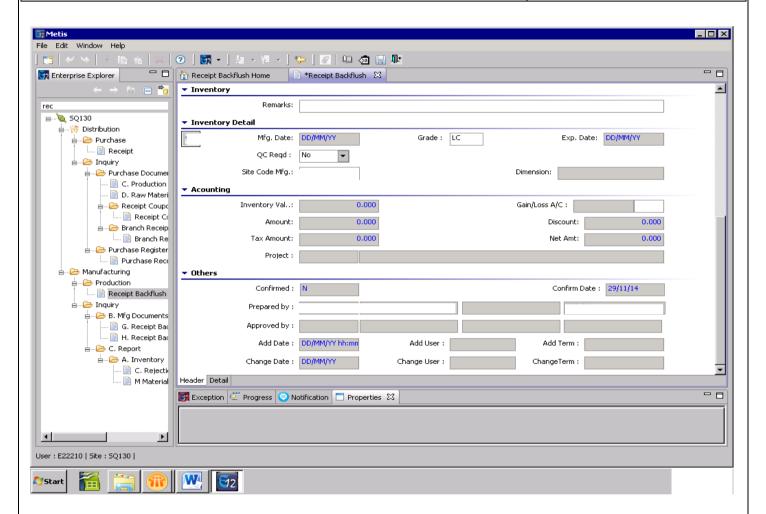
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Step -II:

Details — Item Code: Type Old Item Code — Click on Stock — Select One

A.R. No. ⇒ Finish ⇒ Save ⇒ Select the View data ⇒ Confirm.



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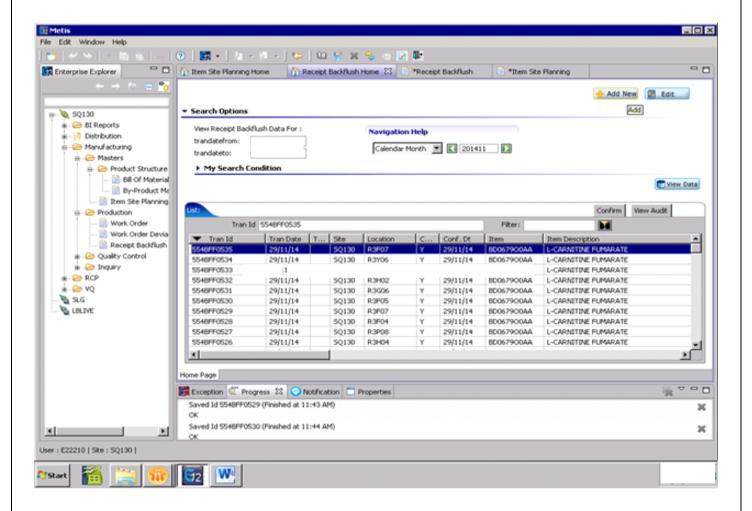
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PHARMA DEVILS QUALITY ASSURANCE DEPARTMENT

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8. History:

Revision No	Effective Date	Revision Details	CC No.