



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Charge Handover between shifts	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for charge hand over between shifts.

2.0 SCOPE:

This procedure is applicable for charge hand over between the shifts in production department.

3.0 RESPONSIBILITY:

Production: Officer /Executive/Assistant Manager.

Head Production: To ensure execution & compliance.

4.0 PROCEDURE:

4.1 From Current Shift To Next Shift:

Following are the instructions to be given for current shift officer to the next shift officer for charge hand over.

4.1.1 Name of product/lot/workmen on each machine.

4.1.2 Status of each machine i.e. whether under changeover or under maintenance or functioning.

4.1.3 Allocation of job to next shift workers.

4.1.4 Production planning for next shift.

4.1.5 Any special precautions to be taken if there is any problem.

4.1.6 If any change in plan, then reason for the change. Any anticipated problem and remedy if any.

4.1.7 Showing the actual physical status.

4.2 In case the next shift officer does not resume the duty, then the current shift officer shall continue in the next shift also. The same is applicable for the operator / workmen.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

Nil

7.0 ABBREVIATION (S) /DEFINITION (S):

Nil



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REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	---