



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling and Numbering System for GC Standards	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To provide guidelines for allotment of number to GC Standards.

2.0 SCOPE:

This SOP is applicable in Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control.

Responsible for allotment of number to GC standards.

Head – Quality control:

Responsible for implementation and compliance of SOP.

4.0 PROCEDURE:

4.1 Handling of GC standards:

- 4.1.1 Always use chromatographic grade solvents.
- 4.1.2 Procure the solvents along with Certificate of Analysis.
- 4.1.3 Maintain the 'COA' and Material Safety Datasheet of each solvent.
- 4.1.4 Enter the details of receipt GC standard solvents in format given as per Annexure-I.

4.2 Allotment of number to GC standards:

- 4.2.1 Assign the number of respective GC standard name as per format given in Annexure-II.

- 4.2.2 Each GC standard name shall be given number as below.

The number consists of six characters "GCS001"

Where,

1st, 2nd and 3rd characters 'GCS' - Gas Chromatograph Standard

4th, 5th and 6th characters '001' - Assign the number of respective GS standard name.

characters

7th character '/' – slash

8th, 9th and 10th characters



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling and Numbering System for GC Standards	Effective Date:
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Issue Date:	Page No.:

4.2.3 Each standard at the time of opening give a version no. of the respective solvent standard no. which has been expressed as a “GCS001/15-00”.

Where,

15 - Current Year 2015

00 - version no. of respective standard

4.2.4 If any GC standard, opening a new bottle version no. shall be changed.

4.2.5 Allot the number to solvent and enter the details in ‘GC standard record’ as per Annexure - III.

4.2.6 The purity of solvent shall be taken from certificate of analysis or purity mentioned on label of the respective bottle.

4.2.7 The validity period for the GC solvents will be one year from the date of opening or the date mentioned by the manufacturer whichever is earlier.

4.2.8 Enter the details in ‘GC standard’ label as per Annexure-IV and paste it to the bottle.

4.3 Storage:

Keep the GC standard bottles tightly closed and away from the source of ignition and heat.

5.0 ANNEXURE (S):

Annexure - I : GC Standard Inward Record

Annexure - II : GC Standard List

Annexure – III : GC Standard Record

Annexure – IV : Specimen Label for GC Standard .

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution, control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

GC – Gas Chromatograph

SOP – Standard Operating Procedure



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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Issue Date:	Page No.:

REVISION CARD

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



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Issue Date:	Page No.:

ANNEXURE IV
SPECIMEN LABEL FOR GC STANDARD

GC STANDARD	
Name of the Standard :	
GC Standard Number :	
Date of Opening :	
% Purity :	
Valid upto :	