



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling of Pre-shipment Samples	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for handling of pre-shipment samples.

2.0 SCOPE:

This SOP is applicable to handling of pre-shipment samples in Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Pre-shipment sample of Raw/Packing Material shall be received through Purchase department as a part of new vendor development.

5.2 The entry of sample shall be recorded in the Pre-shipment sample register as per Annexure-I.

5.3 The sample shall be analyzed as per the Raw material specification and COA shall be prepared after analysis.

5.4 The result of sample analysis (COA) shall be informed to Corporate QA & R&D for further action through purchase department.

6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

