

PHARMA DEVILS QUALITY CONTROL DEPARTMENT

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



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8.0 ANNEXURE(S):

Annexure- I : Pre-shipment sample inward record

9.0 **REVISION CARD:**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION





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ANNEXURE I

PRESHIPMENT SAMPLES INWARD RECORD											
S.No	Date of Receipt	Name of material	B.No.	Mfg. Date	Exp. Date	Qty. Received	Supplier	AR No.	Date of Report	Analyst	Remarks