



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling of Primary Standard	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for handling of primary standard.

2.0 SCOPE:

This SOP is applicable to handling of primary standard used for standardization of volumetric solution and calibration purpose 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 After receipt of primary standard from suppliers, check the Grade /Class of material like details given in delivery challan and verify whether same standard was indented.

5.2 Check the integrity of pack before placing on designated rack.

5.3 Maintain the date of opening on primary standard at the time of opening for use and also mention use before date on the label as per handling of reagent and chemical SOP. All opened primary standard shall be used within 2 years from the date of opening or from expiry date (if mentioned), whichever is earlier.

5.4 All primary standard shall be stored in tight containers at the room temperature not exceeding 25°C, unless any other storage condition is specified on the label.

6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard operating Procedure

