



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation and Cleaning of Hand Coder	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for operation and cleaning of Hand coder.

2.0 SCOPE:

This procedure is applicable for operation and cleaning of Hand coder.

3.0 RESPONSIBILITY:

Technical Associate: Cleaning and Operation.

Production: Officer /Executive/Assistant Manager.

Head Production: To ensure execution & compliance.

4.0 PROCEDURE:

4.1 Setting and operation of shipper coder

4.1.1 Take the Batch Packing Record for selecting rubber letters during starting of batch in packing.

4.1.2 Take the required rubber letters from the concern production officer, executive from designated storage cabinet.

4.1.3 Affix rubber letters on the roller as per respective Batch Packing Record.

4.1.4 Apply the shipper coding ink to inking roller intermittently for getting proper impression on shipper.

4.1.5 Take the specimen on paper available in Batch Packing Record for the approval of Concern Production Officer and QA officer.

4.1.6 Attach the approved specimen copy to Batch Packing Record.

4.1.7 Start the shipper coding after getting approval.

4.1.8 If the batch continued in other shift for packing then repeat step 4.1.3 to 4.1.5.

4.2 Cleaning

4.2.1 Remove the rubber letters after completion of shipper coding activity.

4.2.2 Clean the rubber letters and roller by using lint free duster dipped in cleaning agent (Thinner) and keep in designated cabinet.



PHARMA DEVILS

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4.2.3 Put the Hand coder in a cleaned polybag and keep in cabinet.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S)/DEFINITION (S):

QA : Quality Assurance

REVISION CARD

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