STANDARD OPERATING PROCEDURE	
Department: Quality Control	**SOP No.:**
Title: Sampling, Testing, Release and Rejection of Consumable Items	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a procedure for Sampling, Testing, Release & Rejection of Consumable Item.

2.0 SCOPE:

This SOP is applicable to sampling, testing, release & rejection of consumable Item like sodium hydroxide and hydrochloric acids etc.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Sampling of consumable items:

5.1.1 Sampling of consumable item shall be initiated after receiving the "GRN" from warehouse.

5.1.2 Quality control personnel shall enter the material details in consumable inward record as per Annexure-I, and shall assign A.R. No. for each batch /lot.

5.1.3 Quality control personnel shall prepare Under test label.

5.1.4 Quality control personnel shall perform the sampling of the items as per $\sqrt{n}+1$ and paste under test label on each pack and paste sample label on sampled pack.

5.2 Testing of consumable items:

5.2.1 Quality control personnel shall perform the analysis as per respective specification and standard test procedure.

5.2.2 Raw data shall be recorded in the respective work sheet.

5.2.3 After completion of analysis, all data shall be reviewed and certificates of analysis for each batch shall be prepared.

5.24 Incase of items which cannot be tested in-house, they will be approved on the basis of manufacturers COA

5.3 Release/Reject of consumable items:

5.3.1 If materials is approved prepare Approved labels for each containers and affix on each packs of the particular batch above the "Under test label".

5.3.2 If materials is rejected prepare Rejected labels and affix on each packs of the particular batch above the "Under test label". Initiate the "Rejection Note" for respective consignment.

5.3.3 Send the rejection note to warehouse and ensure that the item is transferred to rejected area.

6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure-I: Consumable Item Inward record.

9.0 REVISION CARD:

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

PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

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CONSUMABLE ITEM INWARD RECORD

S.No	Date of Intimation	Name of Consumable item	B. No.	Mfg. Date	Exp. Date	Qty. Received	Suppliers / Manufacturers	Sampled By	Challan No/Date	GRN No.	AR No.	Date of Report	Analyst	Remarks