



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Quality Control Instruments Activity Log	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for QC instruments Activity log.

2.0 SCOPE:

This procedure is applicable to QC instruments Activity log in the QC laboratory.

3.0 RESPONSIBILITY:

Executive, Officer, Sr. Officer – Quality control

Head – Quality control

4.0 PROCEDURE:

4.1 Activity log of the instruments shall be filled by the analyst online during the analysis.

4.2 Analyst shall complete the activity log in the logbook of each instrument as per Annexure-I.

4.3 After each and every activity like Operation, Calibration and Maintenance must be log in activity log.

4.4 Each activity logbook shall be checked by the section head or his designee daily at end of the shift.

4.5 After completion of logbook, section head or his designee shall preserve the logbook in a designated place.

5.0 ANNEXURE (S):

Annexure-I : Instrument Activity log

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) / DEFINITION (S):

QC : Quality Control

QA : Quality Assurance



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REVISION CARD

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

