



STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE:

To lay down a procedure for maintenance of QC instruments log.

2.0 SCOPE:

This procedure is applicable to maintenance of QC instruments log in the Quality Control Department.

3.0 RESPONSIBILITY:

Executive, Officer – Quality Control Department
Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

- 5.1 Activity log of the instruments shall be filled by the QC Analyst.
- 5.2 QC Analyst shall complete the activity log in the logbook of each instrument as per annexure-I.
- 5.3 Each activity logbook shall be checked by the QC Incharge daily at end of the shift.
- 5.4 After completion of logbook, QC Incharge shall preserve the logbook in a designated place.

6.0 ABBREVIATION(S):

QCD - Quality Control Department
SOP - Standard Operating Procedure
QC - Quality Control



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure -I : Instrument Activity log Book

9.0 REVISION CARD:

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



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Name of the Instrument:

Instrument ID No.:

Instrument activity log

S.No.	Date	Materials/P product	A.R. No/ B.No.	*Activity	Operation		Done By	Checked By	Remark
					Started at	Completed at			

*Operation/ Cleaning/ Maintenance/Calibration