PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Quality Control	**SOP No.:**
Title: Sampling, Testing, Release & Rejection of Internally Transferred Raw materials and Packing materials	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a procedure for Sampling, Testing, Release & Rejection of Internally Transferred Raw materials and Packing materials.

2.0 SCOPE:

This procedure is applicable for Sampling, Testing, Release & Rejection of Internally Transferred Raw materials and Packing materials in Quality Control.

3.0 RESPONSIBILITY:

Officer, Executive – Responsible for follow the SOP.

Section In-charge – Responsible for to ensure for re-sampling of the material

Head QC - Responsible for compliance of the SOP.

4.0 PROCEDURE:

4.1 For Raw materials:

4.1.1 On receipt of material Internal transfer note from the stores for ‘Code to Code’ or ‘Grade to Grade ’ transfer, QC officer shall ensure that the available vendor COA with transfer note meet with the respective material code specification.

4.1.2 QC officer shall enter the details in the raw material inward register and allocate the AR No.

4.1.3 In case of ‘Code to code’ transfer, sampling shall not be performed if no additional test is required and a reference to the previous sampling shall be recorded in the ‘Inward Register’.

4.1.3.1 If additional testing is required then sampling shall be performed and sample shall be analysed.

4.1.4 In case of ‘Grade to Grade’ transfer of raw material having same pharmacopoeial status then sampling shall not be performed and a reference to the previous sampling shall be recorded in the ‘Inward Register’ in the ‘Sampled by’ column.

4.1.5 In case of ‘Grade to Grade’ transfer, if the material is transferred to different pharmacopoeial status, then sampling shall be performed and sample shall be analysed.

Note: Further execute the sampling, testing, release & reject of raw material as per SOP:

4.2 For Packing materials:

STANDARD OPERATING PROCEDURE	
Department: Quality Control	**SOP No.:**
Title: Sampling, Testing, Release & Rejection of Internally Transferred Raw materials and Packing materials	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

4.2.1 On receipt of material Internal transfer note from the stores for 'Grade to Grade' transfer, QC officer shall enter the details in the packing material inward register and allocate the AR No. In this case sampling shall not be performed and a reference to the previous sampling shall be recorded in the 'Inward Register'.

Note: Further execute the sampling, testing, release & reject of packing material as per SOP.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

SOP: Sampling, Testing, Release & Rejection of Raw material

SOP: Sampling, Testing, Release & Rejection of Packing Material

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

AR No. : Analytical Reference Number

REVISION CARD

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