



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Storage, Backup And Retrievibility Of Analytical Data (HPLC)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for storage, Backup & Retrievibility of analytical data (HPLC).

**2.0 SCOPE:**

This SOP is applicable for storage, Backup & Retrievibility of analytical data (HPLC).

**3.0 RESPONSIBILITY:**

Executive, Officer – Quality Control Department

Head – Quality Control Department

**4.0 DEFINITION(S):**

NA

**5.0 PROCEDURE:**

For Chemstation Software:

**5.1 Weekly Backup:**

5.1.1 Take weekly backup of HPLC data from “D drive” to “E drive”.

5.1.2 For selection of HPLC data from “ D drive “ following path are given

D drive/Data/select files/folder, which you want for backup.

5.1.3 Copy the file/folder and save it into “ E drive”

5.1.4 Take the snap shot of data transfer from D drive to E drive and record this activity in Annexure I.

**5.2 Monthly Backup:**

5.2.1 Insert the backup CD into the CDROM.

5.2.2 Select the files/folder in “E drive” which has to be restored.

5.2.3 After restore the data in CD, delete the data from “E drive”

5.2.4 Store the CD in CD case and keep the same in with proper labeling as per following pattern.

e.g. CD/MM./YY /XX

Where,



**PHARMA DEVILS**  
QUALITY CONTROL DEPARTMENT

**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Storage, Backup And Retrievability Of Analytical Data (HPLC)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

MM- Month

YY -Instrument ID No.

XX- Year....07,08,09

5.2.5 We can also restore the data in C.D. in between month if our system slow due to excess capacity of data.

5.2.6 Record the above activity in Annexure I.

**6.0 ABBREVIATION (S):**

QCD - Quality Control Department

SOP - Standard Operating Procedure

CD - Compact Disc

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE(S):**

Annexure- I: Details of weekly/Monthly Backup of analytical Data

**9.0 REVISION CARD:**

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