



STANDARD OPERATING PROCEDURE

Department: Production (Softgel)	SOP No.:
Title: Cleaning of Utensils and Accessories	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down the procedure for Coding of accessory items.

2.0 SCOPE:

This SOP is applicable for Coding of accessory items.

3.0 RESPONSIBILITY:

Technician/Officer /Executive/Manager-Production.

Head of Department: To ensure execution & compliance.

Head QA: To ensure the compliance.

4.0 PROCEDURE:

4.1 After receiving Equipments / Instruments, check the gate pass / challan / invoice copy against the Equipments / Instruments.

4.2 Check the gate entry and record in Inward register of respective department.

4.3 Prepare GIM in system and then allocate the number for Equipments / Instruments in respective department as per below procedure.

4.4 Equipments and Instruments number should allocate as per SOP.

4.5 **Equipments / instruments shall be numbered as per below procedure:**

4.5.1 Nine characters shall be considered as code number of sieves written down as follows:

X	Y	A	XXX	-	ZZ
1 st character	2 nd character	3 rd Character	4 th to 6 th Character	7 th Character	8 th & 9 th Character
Department Code	Sieve	Sieve used for Sifter (750 mm)	Sieve Mesh Size	Hyphen	Serial Number of sieve

X : Indicates department of Soft gelatin.

Y : Indicates Sieve.

A : Indicates Sieve used for 750 mm Sifter.

XXX : Indicates Mesh Size of Sieve.

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Sieve.



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Example : SSA060-01

- S** : Stands for Soft gelatin Department.
- S** : Stands for sieve of sifter.
- A** : Indicates Sieve used for 750 mm Sifter.
- 060** : Sieve Mesh size.
- : Hyphen
- 01** : Serial Number of Sieve.

4.5.2 Nine characters shall be considered as code number of SS Container written down as follows:

X	Y	XXX	-	ZZZ
1 st character	2 nd character	3 rd , 4 th & 5 th Character	6 th Character	7 th , 8 th , & 9 th Character
Department Code	Stainless Steel Container(C)	Capacity of Stainless Steel Container in Liters	Hyphen	Serial Number of SS Container

- X** : Indicates Department of Soft gelatin.
- Y** : Indicates Stainless Steel Container.
- XXX** : Indicates Capacity of Stainless Steel Container in Liters.
- : Indicates Hyphen.
- ZZZ** : Indicates Serial Number of Stainless Steel Container.

Example : SC050-001

- S** : Stands for Soft gelatin Department.
- C** : Stands for Stainless Steel Container.
- 050** : Capacity of Stainless Steel Container.
- : Hyphen
- 001** : Serial Number Stainless Steel Container.

4.5.3 Ten characters shall be considered as code number of Stainless Steel Scoop written down as follows:

X	YY	XXXX	-	ZZ
1 st character	2 nd & 3 rd character	4 th to 7 th Character	8 th Character	9 th & 10 th Character



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Department Code	Stainless Steel Scoop(SP)	Capacity of Stainless Steel Scoop in (Gram)	Hyphen	Serial Number of Stainless Steel Scoop
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X : Indicates department of Soft gelatin.

YY : Indicates Stainless Steel Scoop.

XXXX : Indicates Capacity of Stainless Steel Scoop in gram.

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Stainless Steel Scoop.

Example : SSP0500-01

S : Stands for Soft gelatin Department.

SP : Stands for Stainless Steel Scoop.

0500 : Capacity of Stainless Steel Scoop (Gm).

- : Hyphen

01 : Serial Number of Stainless Steel Scoop.

4.5.4 Nine characters shall be considered as code number of Stainless Steel Spoon written down as follows:

X	YY	XXX	-	ZZ
1 st character	2 nd & 3 rd character	4 th to 6 th Character	7 th Character	8 th & 9 th Character
Department Code	Stainless Steel Spoon(SN)	Capacity of Stainless Steel Spoon in Gram	Hyphen	Serial Number of Stainless Steel Spoon

X : Indicates department of Soft gelatin.

YY : Indicates Stainless Steel Spoon.

XXX : Indicates Capacity of Stainless Steel Spoon in gram.

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Stainless Steel Spoon.

Example : SSN500-01

S : Stands for Soft gelatin Department.

SN : Stands for Stainless Steel Spoon.

500 : Capacity of Stainless Steel Spoon (gram).

- : Hyphen



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01 : Serial Number of Stainless Steel Spoon.

4.5.5 Ten characters shall be considered as code number of Stainless Steel Spatula written down as follows:

X	YY	XXXX	-	ZZ
1 st character	2 nd & 3 rd character	4 th to 7 th Character	8 th Character	9 th & 10 th Character
Department Code	Stainless Steel Spatula (SA)	Size of Stainless Steel Spatula in (mm)	Hyphen	Serial Number of Stainless Steel Spatula

X : Indicates department of Soft gelatin.

YY : Indicates Stainless Steel Spatula.

XXXX: Indicates length of Stainless Steel Spatula (in mm).

- : Indicates Hyphen

ZZ : Indicate Serial Number of Stainless Steel Spatula.

Example : **SSA1500-01**

S : Stands for Soft gelatin Department.

SA : Stands for Stainless Steel Spatula.

1500 : Size of Stainless Steel Spatula in mm.

- : Hyphen

01 : Serial Number of Stainless Steel Spatula.

4.5.6 Seven characters shall be considered as code number of Stainless Steel Drying

Trolley written down as follows:

X	YY	-	ZZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th ,6 th & 7 th Character
Department Code	Drying Trolley(DT)	Hyphen	Serial Number of Drying Trolley

X : Indicates department of Soft gelatin.

YY : Indicates Drying Trolley (DT).

- : Indicates Hyphen.

ZZZ : Indicates Serial Number of Drying Trolley.

Example : **SDT-001**

S : Stands for Soft gelatin Department.



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DT : Stands for Drying Trolley.

- : Hyphen

001 : Serial Number of Drying Trolley.

4.5.7 Ten characters shall be considered as code number of Stainless Steel Jug written down as follows:

X	YY	XXXX	-	ZZ
1 st character	2 nd & 3 rd character	4 th to 7 th Character	8 th Character	9 th & 10 th Character
Department Code	Stainless Steel Jug(SJ)	Capacity of Stainless Steel Jug (ml)	Hyphen	Serial Number of Stainless Steel Jug

X : Indicates department of Soft gelatin.

YY : Indicates Stainless Steel Jug (SJ).

XXXX: Indicates Capacity of Stainless Steel Jug in ml.

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Stainless Steel Jug.

Example : **SSJ2000-01**

S : Stands for Soft gelatin Department.

SJ : Stands for Stainless Steel Jug.

2000 : Capacity of Stainless Steel Jug in ml.

- : Hyphen

01 : Serial Number of Stainless Steel Jug.

4.5.8 Six characters shall be considered as code number of Stainless Steel Platform

Trolley written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th & 6 th Character
Department Code	Platform Trolley(PT)	Hyphen	Sr. Number of Platform Trolley

X : Indicates department of Soft gelatin.

YY : Indicates Platform Trolley (PT).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Platform Trolley.



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Example : SPT-01

S : Stands for Soft gelatin Department.

PT : Stands for Plate form Trolley.

- : Hyphen

01 : Serial Number of Plate form Trolley.

4.5.9 Six characters shall be considered as code number of Stainless Steel Change part Trolley written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th & 6 th Character
Department Code	Change Part Trolley(CT)	Hyphen	Serial Number of Change Part Trolley

X : Indicates department of Soft gelatin.

YY : Indicates Change Part Trolley (CT).

- : Indicates Hyphen

ZZ : Indicates Serial Number of Change Part Trolley.

Example : SCT-01

S : Stands for Soft gelatin Department.

CT : Stands for Change Part Trolley.

- : Hyphen

01 : Serial Number of Change Part Trolley.

4.5.10 Six characters shall be considered as code number of Stainless Steel Scrap Trolley written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th & 6 th Character
Department Code	Scrap Trolley(ST)	Hyphen	Serial Number of Scrap Trolley

X : Indicates department of Soft gelatin.

YY : Indicates Scrap Trolley (ST).

- : Indicates Hyphen

ZZ : Indicates Serial Number of Scrap Trolley.



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Example : SST-01

S : Stands for Soft gelatin Department.

ST : Stands for Scrap Trolley.

- : Hyphen

01 : Serial Number of Scrap Trolley.

4.5.11 Six characters shall be considered as code number of Stainless Steel Round trolley written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th & 6 th Character
Department Code	Round Trolley(RT)	Hyphen	Serial Number of Round Trolley

X : Indicates department of Soft gelatin.

YY : Indicates Round Trolley (RT).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Round Trolley.

Example : SRT-01

S : Stands for Soft gelatin Department.

RT : Stands for Round Trolley.

- : Hyphen

01 : Serial Number of Round Trolley.

4.5.12 Seven characters shall be considered as code number of Stainless Steel Raw material Cage written down as follows:

X	YYY	-	ZZ
1 st character	2 nd to 4 th character	5 th Character	6 th & 7 th Character
Department Code	Raw material Cage (RMC)	Hyphen	Serial Number of Raw material Cage

X : Indicates department of Soft gelatin.

YYY : Indicates Raw material Cage (RMC).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Raw material Cage.

Example : SRMC-01



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S : Stands for Soft gelatin Department.

RMC : Stands for Raw material Cage.

- : Hyphen

01 : Serial Number of Raw material Cage.

4.5.13 Seven characters shall be considered as code number of Stainless Steel packing material Cage written down as follows:

X	YYY	-	ZZ
1 st character	2 nd to 4 th character	5 th Character	6 th & 7 th Character
Department Code	Packing material Cage (PMC)	Hyphen	Serial Number of Packing material Cage

X : Indicates department of Soft gelatin.

YYY : Indicates Packing material Cage (PMC).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Packing material Cage.

Example : **SPMC-01**

S : Stands for Soft gelatin Department.

PMC : Stands for Packing material Cage.

- : Hyphen

01 : Serial Number of Packing material Cage.

4.5.14 Six characters shall be considered as code number of Stainless Steel Rack written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th & 6 th Character
Department Code	Rack (RK)	Hyphen	Serial Number of Rack

X : Indicates department of Soft gelatin.

YY : Indicates Rack (RK).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Rack.

Example : **SRK-01**

S : Stands for Soft gelatin Department.



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RK : Stands for Rack.

- : Hyphen

01 : Serial Number of Rack.

4.5.15 Six characters shall be considered as code number of Stainless Steel Pallet

X	YY	-	ZZ
1 st character	2 nd & 3 rd & character	4 th Character	5 th & 6 th Character
Department Code	Pallet (PL)	Hyphen	Serial Number of Pallet

written down as follows:

X : Indicates department of Soft gelatin.

YY : Indicates Pallet (PL).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Pallet.

Example : **SPL-01**

S : Stands for Soft gelatin Department.

PL : Stands for Pallet.

- : Hyphen

01 : Serial Number of Pallet.

4.5.16 Six characters shall be considered as code number of Stainless Steel table written

down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd & character	4 th Character	5 th & 6 th Character
Department Code	Table (TB)	Hyphen	Serial Number of Table

X : Indicates department of Soft gelatin.

YY : Indicates Table (TB).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of table.

Example : **STB-01**



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S : Stands for Soft gelatin Department.

TB : Stands for Table.

- : Hyphen

01 : Serial Number of Table.

4.5.17 Six characters shall be considered as code number of Stainless Steel Rejection Box written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd & character	4 th Character	5 th & 6 th Character
Department Code	Rejection Box (RB)	Hyphen	Serial Number of Rejection Box

X : Indicates department of Soft gelatin.

YY : Indicates Rejection Box (RB).

- : Indicates Hyphen.

ZZ : Indicates Serial Number of Rejection Box.

Example : **SRB-01**

S : Stands for Soft gelatin Department.

RB : Stands for Rejection Box.

- : Hyphen

01 : Serial Number of Rejection Box.

4.5.18 Six characters shall be considered as code number of Pallet Truck written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd & character	4 th Character	5 th & 6 th Character
Department Code	Pallet Truck (PT)	Hyphen	Serial Number of Pallet Truck

X : Indicates department of Soft gelatin.

YY : Indicates Pallet Truck (PT).

- : Indicates Hyphen

ZZ : Indicates Serial Number of Pallet Truck.

Example : **SPT-01**



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S : Stands for Soft gelatin Department.

PT : Stands for Pallet Truck.

- : Hyphen

01 : Serial Number of Pallet Truck.

4.5.19 Six characters shall be considered as code number of Waste bin written down as follows:

X	YY	-	ZZ
1 st character	2 nd & 3 rd & character	4 th Character	5 th & 6 th Character
Department Code	Waste Bin (WB)	Hyphen	Serial Number of Waste Bin

X : Indicates department of Soft gelatin.

YY : Indicates Waste Bin (WB).

- : Indicates Hyphen

ZZ : Indicates Serial Number of Waste Bin.

Example : **SWB-01**

S : Stands for Soft gelatin Department.

WB : Stands for Waste Bin.

- : Hyphen

01 : Serial Number of Waste Bin.

4.5.20 The code number of Equipments / Instruments should be allocated by respective department head.

4.5.21 Once the code number of Equipments / Instruments is allocated, it should not be allocated to any other Equipments / Instruments, even if the Equipments/ Instruments are transferred to other unit.

5.0 ANNEXURE (S):

NA

6.0 REFERENCE (S):

SOP: Numbering of validation/qualification document, equipment/ instruments, BMR/
BPR.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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

7.0 ABBREVIATION (S) /DEFINITION (S):

QA : Quality Assurance.

No. : Number.

PRD : Production.

GIM : Goods Inward Memo.

REVISION CARD

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