



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Handling of Rubber Stereos and Metallic Stereos	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Handling of Rubber Stereos and Metallic Stereos.

2.0 SCOPE:

This SOP is applicable for Receipt and Handling of Rubber Stereo in Production Department.

3.0 RESPONSIBILITY:

Officer / Executive - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

B. No	Batch Number
Exp.	Expiry
Ltd.	Limited
Mfg.	Manufacturing
MRP	Maximum Retail Price
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

- 6.1 Prepare order form for individual stereo mentioning B. No., Mfg. Date, Exp. Date, MRP and Size and send it to stereo making agency mentioning required quantity of stereos as per format shown in **Annexure-III**.
- 6.2 On receipt of Stereo check the details by taking the print of individual stereo and verify it against the order. Keep all the paper having impression of Stereos in a file separately.
- 6.3 Record the detail in “**Stereo Impression cum Approval Record**” as per Format Shown in Annexure-I.
- 6.4 Make the entry in stereo inward register mentioning all details and quantity and keep it in specified box under lock & key.
- 6.5 If received stereo is not as per order reject it and destroy it by cutting into pieces and transfer it to scrap yard at specified place and inform the supplier.
- 6.6 Maintain the record related with usage of stereo in “**Stereo Receiving, Issuance, Retrieval and Destruction Record**” as per format shown in **Annexure-II**.
- 6.7 After completion of Batch count the number of stereo, it should be same as per received quantity.



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6.8 Destroy the used stereo by cutting in to pieces and make the entry in “**Stereo Receiving, Issuance, Retrieval and Destruction Record**” as per format shown in **Annexure-II**.

6.9 The key of stereo box shall be kept with shop floor IPQA.

6.10 FOR METALLIC STEREOS:

6.10.1 RECEIPT AND STORAGE:

6.10.1.1 After receipt of metallic letters Operator shall segregate the metallic letters alphabetically/ numerically & according to the Size in a cabinet under lock and key & make the entry in “**Metallic stereo inventory record**” as per format shown in **Annexure-V** & maintain record every last of the month \pm 2 Days.

6.10.2 ISSUANCE:

6.10.2.1 Operator shall take the metallic letters from cabinet and set in composite die.

6.10.3 CLEANING:

6.10.3.1 Operator shall remove the stereos from the machine and wash with Iso Propyl Alcohol 70% v/v in a S.S. Container. Make the entry in “**Cleaning record of Metallic Stereos**” as per format shown in **Annexure-IV**.

6.10.3.2 After cleaning, Operator shall check the metallic letters and keep alphabetically/ numerically in a cabinet under lock and key for further use.

Frequency: After completion of every batch.

6.10.4 DESTRUCTION:

6.10.4.1 Operator shall remove the metallic letters which are worn out/damaged and send to scrap yard.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Stereo Impression cum Approval Record	
Annexure-II	Stereo Receiving, Issuance, Retrieval and Destruction Record	
Annexure-III	Indent for rubber Stereos	
Annexure-IV	Cleaning record of Metallic Stereos	
Annexure-V	Metallic stereo inventory record	

ENCLOSURES: SOP Training Record.



PHARMA DEVILS

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8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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ANNEXURE- I STEREO IMPRESSION CUM APPROVAL RECORD

Department: Production

Month & Year:

Location:

Product Name		Mfg. Date	
Batch No.		Exp. Date	
Batch Size		Pack Size	

Packing Item: Label / Carton / Shipper

1. Stereo Impression	2. Stereo Impression
3. Stereo Impression	4. Stereo Impression
5. Stereo Impression	6. Stereo Impression

Checked By:

(Production)

Date :

Y

Verified By:

(QA)

Date :



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ANNEXURE – V METALLIC STEREO INVENTORY RECORD

Description	Quantity Male		Quantity Female		Description	Quantity Male		Quantity Female	
	1.5 mm	2.0 mm	1.5 mm	2.0 mm		1.5 mm	2.0 mm	1.5 mm	2.0 mm
A					U				
B					V				
C					W				
D					X				
E					Y				
F					Z				
G					9				
H					8				
I					7				
J					6				
K					5				
L					4				
M					3				
N					2				
O					1				
P					0				
Q					/ (Oblique)				
R					- (Dash)				
S					. (Dot)				
T					-	-	-	-	-
Total					Total				

Done By Operator
Sign & Date

Checked By Production
Officer / Executive
Sign & Date