



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Job Responsibility of Personnel	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down the procedure for assigning Job responsibilities of personnel in all department.

2.0 SCOPE

This Sop is applicable for all personnel at all levels atPlant.

3.0 RESPONSIBILITY

All department head

4.0 PROCEDURE

4.1 Preparation Procedure :

4.1 Job responsibility shall be given to all personnel in the production, Quality Assurance, Quality Control, Engineering, Stores and Personnel departments by the respective HOD.

4.1.1 The Job responsibility shall be given to each employee based on their qualification, previous experience and documented as per Annexure-1 shall be prepared.

5.0 ANNEXURE (S)

ANNEXURE- I: Job Responsibilities

6.0 REFERENCE(S)

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S) :

Deptt. : Department

Q.A. : Quality Assurances

Q.C. : Quality Control

SOP : Standard Operating Procedure



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REVISION CARD

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

