



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Receipt and Handling of Rubber Stereos

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	1 of 6	

1.0 OBJECTIVE:

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

2.0 SCOPE:

This SOP is applicable for Receipt and Handling of Rubber Stereos in Production department.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

B. No.	Batch Number
Exp.	Expiry
FG	Finished Goods
Pvt.	Private
Ltd.	Limited
Mfg	Manufacturing
MRP	Maximum Retail Price
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
Qty.	quantity

6.0 PROCEDURE:

6.1 Production shall prepare an Stereo indent form for individual stereo mentioning B. No./M.L.No, Mfg. Date, Exp. Date, MRP/Manufactured By, Font Size & Quantity in a duplicate note book as shown in **Annexure- I, Titled "Stereo Indent Form"**.

6.1.1 Production shall sign the Stereo indent form and forward to QA.

6.1.2 QA shall verify and sign Stereo Indent Form against Batch Record and approved MRP List and return back to production.

6.1.3 One copy of finalized Stereo Indent Form shall be handover to a stereo preparing agency and one copy shall be retaining by production.

6.1.4 On receipt of Stereo production shall check the details by taking the impression of an individual stereo in **Annexure -II, Titled "Stereo Impression cum Approval Record"** and verify it against the order place.

6.1.5 QA shall also verify at the same time and maintain the record of Stereos impression cum approval record in as separate file.

6.2 Make the entry in stereo inward register mentioning all details and quantity in **Annexure-III, Titled "Stereo Receipt, Issuance, Retrieval and Destruction Record"** and keep all the stereos in specified box maintain for different products under lock & key.



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- 6.3** If received stereo is not as per order reject it and inform to supplier.
- 6.4** Destroy rejected stereos by cutting into pieces in presence of QA and record the details in **Annexure III**, Titled “**Stereo Receipt, Issuance, Retrieval and Destruction Record**” and fill up scrap removal form for its disposal.
- 6.5** Approved Stereos shall be issued to production with required qty. in presence of QA and same shall be made entry in Batch Record also.
- 6.6** Completion of Batch shall be followed with retrieval of stereos by QA before transfer to FG store.
- 6.7** QA person shall verify the number of retrieved stereos against the issued quantity and make its entry in retrieval record.
- 6.8** **In case of product stereo**-All the retrieved stereos along with the same batch no in stock shall be verified and destroyed in presence of QA by cutting into pieces, placing in a polybag and to fill up the scrap disposal form for the same.
- 6.9** At the same time make an entry in “**Stereo Receipt, Issuance, Retrieval and Destruction Record**” as per format shown in **Annexure-III**.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Stereo Indent Form	
Annexure-II	Stereo Impression cum Approval Record	
Annexure-III	Stereo Receipt, Issuance, Retrieval and Destruction Record	

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

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

9.0 REFERENCES:

Not Applicable



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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 – II STEREO IMPRESSION CUM APPROVAL RECORD

Block : L **Department:** Production
Line : LVP **Month :**
Section : LVP Packing **Year :**

Product Name		Mfg. Date	
Batch No.		Exp. Date	
Batch Size		Pack Size	
Packing Item: Label / Carton			
1. Stereo Impression		2. Stereo Impression	
3. Stereo Impression		4. Stereo Impression	
5. Stereo Impression		6. Stereo Impression	
7. Stereo Impression		8. Stereo Impression	
9. Stereo Impression		10. Stereo Impression	
11. Stereo Impression		12. Stereo Impression	

Checked By:

(Production)

Date:

Verified By:.....

(QA)

Date:.....

