



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Labeling of Equipments and Containers

| | | | |
|--------------------------------|-----|------------------------|------------|
| SOP No.: | | Department: | Production |
| | | Effective Date: | |
| Revision No.: | 00 | Revision Date: | |
| Supersede Revision No.: | Nil | Page No.: | 1 of 2 |

1.0 OBJECTIVE:

To lay down a Procedure for Labeling of Equipments and Containers.

2.0 SCOPE:

This SOP is applicable for Labeling of Equipments and Containers in Production department.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

| | |
|------|------------------------------|
| QA | Quality Assurance |
| Ltd | Limited |
| No. | Number |
| Pvt. | Private |
| QA | Quality Assurance |
| SOP | Standard Operating Procedure |

6.0 PROCEDURE:

6.1 LABELING OF EQUIPMENT:

6.1.1 Each Machine / Equipment has its Identification Tag / Label.

6.1.2 Each Machine / Equipment has Tag / Label indicating the status of cleanliness such as Cleaned / To be cleaned.

6.1.3 The label “CLEANED” is to be affixed on the clean Equipment which indicates date of Cleaning and Signature of officer/Executive mentioning its validity period.

6.1.4 The label “TO BE CLEANED” is affixed on the Equipment which is to be cleaned till the time it gets cleaned.

6.1.5 Equipments will have “STATUS LABEL” indicating its Status.

6.1.6 When Equipment / Machine is under maintenance affix “UNDER MAINTENANCE” Label.

6.2 LABELING OF CONTAINER:

6.2.1 All the containers, vessels, drums containing the material must have “STATUS LABEL” on them.

7.0 ANNEXURES:

Not Applicable



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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.

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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