



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Labeling of Equipments and Containers

<b>SOP No.:</b>		<b>Department:</b>	Production	
		<b>Effective Date:</b>		
<b>Revision No.:</b>	00	<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	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 & Containers inside the Production area.

### 3.0 RESPONSIBILITY:

Officer / Executive Production

### 4.0 ACCOUNTABILITY:

Head Production

### 5.0 ABBREVIATIONS:

Ltd. Limited  
SOP Standard Operating Procedure  
No. Number  
QA Quality Assurance  
PVT Private

### 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 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.

**6.2.2** The entire raw material container received in stores will be affixed with "RAW MATERIAL DISPENSING LABEL".

**6.2.3** All the Packing material Boxes received in stores will be affixed with "PACKING MATERIAL DISPENSING LABEL".

### 7.0 ANNEXURES:



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Not Applicable.

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