



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Annual maintenance contract for QC Instruments	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for Annual Maintenance Contract (AMC) of Quality Control critical Instruments.

2.0 SCOPE:

This SOP shall be applicable for the most sophisticated and costly equipment, which cannot be repaired / serviced within the factory premises by the routine maintenance and Engineering department staff.

3.0 RESPONSIBILITY - Execution - QC Executive.
Checking - Assistant Manager QC

4.0 ACCOUNTABILITY - Manager Quality Control / Purchase deptt.

5.0 PROCEDURE

5.1 List out the Instruments/Equipments to be covered under AMC as per Annexure-I.

5.2 After normal warranty period of the particular instrument, communicate the company who supplied the said equipment to submit their proposal for Annual Maintenance Contract.

5.3 Evaluate the terms and conditions of contract and remuneration given by company and Inform the Company for personal discussion for any queries to be clarified along with the purchase deptt.

5.4 On successful explanation for the queries raised from company, authorised person shall sign a contract with that particular company for one year.

5.5 Maintain Instrument maintenance card as per Annexure-II to record the service undertaken (History of any damage, malfunction, repair, or modification) and any parts, if changed.

5.6 Follow the preventive maintenance programme of instrument as format mention in Annexure- III.

5.7 Carry out the preventive maintenance of instrument as per schedule agreed in AMC with



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respective party.

5.8 Renew the contract on company's terms and conditions on yearly basis.

6.0 SAFETY & PRECAUTIONS:

Not Applicable.

7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date

8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

9.0 REFERENCES

Not Applicable

10.0 ABBREVIATIONS & ANNEXURES

SOP : Standard Operating Procedure

QC : Quality Control



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No. : Number

Deptt. : Department

AMC : Annual Maintenance Contract

Annexure I : List of Instrument for Preventive Maintenance Program Covered in AMC

Annexure-II : Instrument Maintenance Card (Under AMC)

Annexure-III : Preventive Maintenance Program of Instruments as per AMC



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ANNEXURE-II INSTRUMENT MAINTENANCE CARD (UNDER ANNUAL MAINTENANCE CONTRACT)

Name of Instrument:

Instrument Identification No.:

Make:

Service Contract:

Date of Installation:

From: _____ **to** _____

Problem		Actions			Serviced by	Checked by	Remarks
Date	Details	Date	Repairing	Part Replaced			

Note: Follow Calibration and record if before putting the instrument in operation after servicing /repairing

