



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Behaviour at Work Place	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE

To lay down a procedure for behaviour in Quality Control Department.

#### 2.0 SCOPE

This SOP shall be applicable for all persons working in Quality Control Department.

#### 3.0 RESPONSIBILITY: Execution - All Quality Control Personnel

Checking – Assistant Manager QC

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE

- 5.1 Keep the working place neat and clean.
- 5.2 Follow general instruction laid down by department head.
- 5.3 Wear appropriate clothing as per current version of SOP.
- 5.4 Follow safety guideline as per instruction given by manufacturers on container label, while performing hazardous test /handling hazardous chemicals.
- 5.5 Carry out analysis as per their respective approved specification & standard test procedure
- 5.6 Follow all respective SOP's and STP's during the analysis.
- 5.7 Follow MSDS of chemicals which is available in chemical analysis room, before performing Analysis of hazardous chemicals /materials.
- 5.8 Handle the hazardous and toxic chemicals very carefully as per respective SOPs.
- 5.9 Follow GLP and fill all related records on line while performing analysis, properly in respective Annexure / records.
- 5.10 Before starting any analysis check the expiry of volumetric solutions/chemicals/reagents/ Instrument calibration due date etc. Use "A" grade glass ware or calibrated glass ware.
- 5.11 Always place back all reagents/chemicals bottles to it's proper place after use.
- 5.12 Used glassware shall be removed immediately from working platform & placed properly in a tray assigned for used glass ware & "glassware for working". Avoid use of crack / broken glassware



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and shall be discarded without ignorance.

- 5.13 Always draw attention of In charge in case finding any damaged or eligible reagent/chemical bottle label during working. Such labels shall be replaced.
- 5.14 Always handle sensitive equipment like Analytical balance very gently.
- 5.15 Take care to protect data sheet against any damage/spillage during working.
- 5.16 Do not eat drink, chew, and smoke at work place.
- 5.17 Do not horse play and chitchat in laboratory.
- 5.18 Avoid offensive behaviour on the job.
- 5.19 Respect your co – workers.
- 5.20 Maintain discipline at all places & move carefully in the Laboratory.
- 5.21 Instrument shall be switched off immediately after use.
- 5.22 Working place near the instrument shall be immediately clean by tissue paper.
- 5.23 Always take initiative and have helping nature when some find difficulty in handling chemicals.
- 5.24 Maintain records of calibration, logbooks and records of chemicals, reagents on daily basis.
- 5.25 Make one habit of viewing chemicals and reagents properly labelled.

#### 6.0 SAFETY & PRECAUTIONS

Not Applicable

#### 7.0 REVISION HISTORY

Revision No.	Reason for Revision	Superseded from & date



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#### 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:

SOP.

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOPs : Standard Operating Procedures

No. : Number

STPs : Standard Test Procedures

MSDS : Material Safety Data Sheet

QC : Quality Control

GLP : Good Laboratory Practices

**Annexures : Not applicable**