



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Control of Documents of External Origin	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down a procedure to control the documents received from external origin.

2.0 SCOPE

This SOP shall be applicable for all pharmacopoeias (IP/BP/EP/USP) and other external origin documents in Quality Control Department.

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

4.0 ACCOUNTABILITY - Manager QC

5.0 PROCEDURE

- 5.1 On receipt of any external origin document check the document received as per indent make an entry in list as per Annexure-I.
- 5.2 Check that reference number and Bar code of each pharmacopoeia/books if provided by PRC library.
- 5.3 On receipt of any new edition/ supplement or addendum follow the 5.1 & 5.2.
- 5.4 Maintain a list for all pharmacopoeias along with supplement and other documents available in Quality Control Department as per Annexure-I.
- 5.5 On receipt of new edition of pharmacopoeia, discontinue use of earlier edition, mark it 'SUPERSEDED' and keep it in control archive for future use, if required.
- 5.6 Mark the stamp of 'SUPERSEDED' in the list of Annexure-I in remark column.
- 5.7 Make all required changes in relevant documents on receipt of any new edition or amendment.

6.0 SAFETY & PRECAUTIONS:
Not Applicable

7.0 REVISION HISTORY:

RevisionNo.	Reason for Revision	Superseded from & date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:

Not Applicable

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QC : Quality Control

No. : Number

IP : Indian Pharmacopoeia

BP : British Pharmacopoeia

USP: United States Pharmacopoeia

EP : European Pharmacopoeia

Annexure-I : List of Documents

