



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling of Glassware	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Handling of Glassware and to eliminate the usage of broken glassware.

2.0 SCOPE:

This SOP shall be applicable to all type of glassware which is to be used during analysis in Quality Control laboratory.

3.0 RESPONSIBILITY- Execution – Executive QC

Checking – Assistant Manager QC

4.0 ACCOUNTABILITY - Manager Quality Control

5.0 PROCEDURE:

- 5.1 Receive glassware according to the purchase indent & make sure that all the glassware are class - A category.
- 5.2 Enter the details in glassware receipt record as per Annexure-I.
- 5.3 In case of any broken glassware found, return the same to the supplier.
- 5.4 After receipt of Burette, Pipette and Volumetric Flask, calibrate the respective glassware as per respective IS specifications.
 - 5.4.1 These should be calibrated when glassware comes from new vendor.
 - 5.4.2 If the quantity of these glassware should come more than 50 then calibrate only one piece out of them.
 - 5.4.3 Calibrate all types of volumetric glass wares once in a year.
- 5.5 In case, if results are not within limit during calibration, repack these glass wares in different box and return to the supplier.
- 5.6 Store the calibrated glassware in 'Glassware Store Room' in their allocated places.
- 5.7 Maintain the glassware issuance record in Annexure –II and get the print out at the end of month.
- 5.8 Issue the glassware when required and update the stock in register.
- 5.9 In case of any breakage during analysis destroy the same & record the same in Annexure-I.



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6.0 SAFETY & PRECAUTIONS:

Not Applicable

7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date
00	New	

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:

Indian standards specifications.

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

No. : Number

QC : Quality Control

IS : Indian standards

Annexure – I : Records of glass wares

