

	STANDARD OPERATIN	IG PROCEDURE	
Depa	rtment: Quality Control	SOP No.:	
	Handling of Primary Standards	Effective Date:	
-	rsedes: Nil	Review Date:	
Issue	Date:	Page No.:	
1.0	OBJECTIVE:		
	To lay down a procedure for Handling Of Primary Standards.		
2.0	SCOPE:		
	This SOP shall be applicable for all Primary Standards which	are to be used for standardisation of	
	Volumetric Solution & Calibration of Instrument.		
3.0	RESPONSIBILITY - Execution - Executive QC		
	Checking - Assistant Manager QC		
4.0	ACCOUNTABILITY - Manager Quality Control.		
5.0	PROCEDURE		
5.1	Procure the Certified Primary Standards from the approved ven	der by placing a purchase order.	
5.2	On receipt of the Primary Standards, check the delivery as per	order.	
5.3	Distribute the sufficient quantity of the Primary Standards as re	equired for one time use into	
	predefined no. of vials as per Annexure- I (List of Primary Star	ndards and No. of vials) & record it as	
	per Annexure- II.(Primary standard Bin Card.)		
5.4	Give the reference number to Primary Standard as follows.		
	PS/NN/YY/ZZ		
	Where PS corresponds the Primary Standard .		
	NN Corresponds to sr. number from 01 onward to have detail	ls of total Primary standard in	
	Quality Control Laboratory.		
	YY Corresponds the last two digit of year in which Primary S	standard is prepared	
	ZZ Corresponds the No. of vial prepared for particular Prima		

Example: First vial of Potassium Hydrogen Phthalate in year 2023 shall be numbered as PS/23/07/01



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5.5 Store the material in light resistant glass vials closed with rubber bungs and sealed with Aluminium

seal.

5.6 Label the vials with the following details.

Name of Primary Standard	Date of Preparation	
Ref. No.	Use Before	

5.7 Store all vials of Primary Standard in A.C. control area or in dessicator.

5.8 For every calibration/standardization take always fresh and sealed vial of Primary Standard and

record it in respective bin card as per Annexure II.

5.9 Destroy the expired vials of Primary Standard after completion of shelf life as per "SOP, Disposal of Expired Chemicals, Reagents, Solvents and Microbiological Medium".

6.0 SAFETY & PRECAUTIONS:

Not Applicable

7.0 **REVISION HISTORY:**

Revision No.	Reason for Revision	Superseded from & date

8.0 **DISTRIBUTION:**

Сору			Issuance Record		Withdrawal Record By Sign/ Date		Destruction Record	
No.	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	0	By	Sign/ Date



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9.0 **REFERENCES:**

"SOP Disposal of Expired Chemicals, Reagents, Solvents and Microbiological Medium".

10.0 ABBREVIATIONS & ANNEXURES:

- SOP : Standard Operating Procedure
- QC : Quality Control
- AR : Analytical Reagent
- Ref : Reference
- AC : Air condition
- Sr. : Serial

ANNEXURES :

Annexure-I: List of Primary Standard & No. of vials Annexure-II: Primary Standard Bin Card



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ANNEXURE-I LIST OF PRIMARY STANDARDS & NO. OF VIALS

S.No.	Name of Primary Standard	Ref. No.	No. of Vial	Sr. No.	Name of Primary Standard	Ref. No.	No. of vial

Prepared By:	Checked By:	Approved By:
(Date &sign)	(Date & sign)	(Date & sign)



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ANNEXURE-II PRIMARY STANDARD BINCARD :

Name of Primary Std.:Batch No.:Date of Preparation:Use before:No. of Vials prepared:Prepared By:

S.No.	Vial Ref. No.	Date of Issue	No. of Vial Issued	Balance Quantity	Issued By	Remarks

No. of Vials remaining on Expiry:No. of Vials destroyed:Vials destroyed on:Vials destroyed by: