



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Instrument usage log	<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 procedure for instrument usage log .

#### 2.0 SCOPE:

This SOP is applicable Quality Control Department.

#### 3.0 RESPONSIBILITY : Execution - Executive QC

Checking - Assistant Manager QC

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE:

##### 5.1 GENERAL PROCEDURE:

5.1.1 "Instrument usage log" shall be issued as per "Issuance and retrieval of formats SOP".

5.1.2 If instrument operation carry out satisfactory then analyst shall write "satisfactory" in Remark column .

5.1.3 If the instrument used for calibration purpose then after satisfactory results analyst shall write "calibrated" in Remark column.

5.1.4 If instrument operation in between is discontinued then analyst shall write "discontinued" in Remark column with a reason for discontinuation.

5.1.5 Instrument usage log shall be verified for any incomplete entry or for erroneous entry by Manager QC or Designee randomly and put initial / date against the entry .

5.1.6 Instrument usage log shall not be mentioned for the instruments like Ultra cleaner , water bath, centrifuge and instruments which are not used directly for the measurement of product.

##### 5.2 INSTRUMENT USAGE LOG FOR BALANCE (Refer Annexure –I )

5.2.1 Analyst shall make entry in "Instrument usage log" at the time of balance usage for "Date", "Product/ material " "B.No. / AR No.", "No. of sample", "Started at (time)" and put initial in "Analysed by" column.

5.2.2 After the completion of instrument usage analyst shall make entry in "Completed At (Time)"

5.2.3 In case of balance used for the weighing of reagent / test solution preparation then analyst shall write "NA(Not applicable)" in "B.No. / AR No."column.

5.2.4 In case of balance used for the weighing of primary / secondary / WS/ impurity preparation then "Code No." of the same shall be mentioned in "B.No. / AR No.", column.





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#### 9.0 REFERENCES:

“Issuance and retrieval of formats SOP”

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

QC : Quality Control

GC : Gas Chromatography

HPLC : High performance Liquid Chromatography

**Annexure –I : Instrument Use Log For Balance**

**Annexure –II : Instrument Use Log For GC**

**Annexure –III : Instrument Use Log For HPLC**

**Annexure –IV : Instrument Use Log For Other instruments**







