



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: SOP for Internal Labeling	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down procedure for identification of labeling status in the manufacturing area on the equipment/ container to depict the status of manufacturing process, containers, and equipment.

Scope: This procedure is applicable for

Responsibility: Chemist
To supervise the activity

Procedure:

1. the status labels for the area, process ,and the equipment are specific for specific purpose.
2. The labels as such is divided into following categories.
 - Labels for maintenance.
 - Labels for production.
 - Labels for qa/qc.
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Reference and attachment:

- ATTACHMENT -1: Labels indicating the Maintenance status.
- ATTACHMENT -2 : Labels to be used by production.
- ATTACHMENT -3 : Labels to be used by QA/QC.



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ATTACHMENT - 1 Labels indicating the maintenance status.

1.0. MACHINE UNDER REPAIRE: Red colour with black writing. It is indicate that the machine under maintenance.

MACHINE UNDER REPAIR	
DATE:	SIGN:

2.0 MACHINE NOT IN USE:

MACHINE NOT IN USE	
DATE:	SIGN:



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3.0 INPROCESS STATUS OF:

BATCH NO:

CONTAINER NO:

STAGE:	DRIED	LUBRICATED	CORE	COATED
	GRNULES	GRANULES	TABLETS	TABLETS

WEIGHT:

GROSS WT. _____ Kg. _____ Kg. _____ Kg. _____ Kg.

TARE WT. _____ Kg. _____ Kg. _____ Kg. _____ Kg.

NET WT. _____ Kg. _____ Kg. _____ Kg. _____ Kg.

MFG. CHEMIST: _____

SHIFT & DATE: _____



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4.0

PACKING LABEL.

LIC. NO. _____	DATE. _____
PACKING STAGE.	BLISTERING / STRIPING / PACKING/ CARTON CODING
PRODUCT :	_____
BATCH. NO :	_____
MFG. DATE :	_____
EXP. DATE :	_____
RETAIL PRICE NOT TO EXCEED Rs.:	_____ LTE. / 3T/ 6T / 10T
QUANTITY PER CARTON :	_____
QUANTITY PER BOX :	_____
SIGN :	_____



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5.0.

READY FOR COATING.

READY FOR COATING

Product name_____ Batch.No._____

DATE:_____ SIGN._____

6.0.: READY FOR BLISTERING:

READY FOR BLISTERING

Product name_____ Batch.No._____

DATE:_____ SIGN._____



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7.0 READY FOR PACKING.

READY FOR PACKING

Product name _____ Batch.No. _____

DATE: _____ SIGN. _____



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ATTACHMENT -3 Labels to be used by QA/QC

1.0 SAMPLED FROM THIS CONTAINER.

<p style="text-align: center;">SAMPLE FROM THIS CONTAINER</p> <p>SIGN. _____ DATE. _____</p>
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2.0 UNDER TEST:



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DATE: _____

MATERIAL : _____

MATERIAL CODE : _____

MFG. DATE : _____ EXP. DATE : _____

QUANTITY RECEIVED : _____ BATCH NO : _____

PACKING DETAILS : _____

GRN NO: _____ DATE : _____

MANUFACTURER: _____ SUPPLIER: _____

STORES /CHEMIST' SIGN : _____ DATE : _____

SAMPLED

QANTITY : _____ ON. _____ BY. _____