

PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE		
Department: Quality Control	SOP No.:	
Title: Procedure for using Correction Factor	Effective Date:	
Supersedes: Nil	Review Date:	
Issue Date:	Page No.:	

1.0 OBJECTIVE:

To lay down a procedure for use of correction factor.

2.0 SCOPE:

This SOP shall be applicable to Laboratory Ovens, muffle furnace, water bath, hot plate and vacuum oven in Quality Control Department.

3.0 RESPONSIBILITY – Execution - Executive QC.

Checking - Assistant Manager QC.

- **4.0 ACCOUNTABILITY Manager Quality Control**
- **5.0 PROCEDURE:**
- 5.1 Executive & Engineer shall perform the calibration of the above mentioned instruments/ equipments and shall prepare the calibration reports.
- 5.2 The Assistant Manager QC shall check the reports and remark if any correction is required. The same shall be informed to documentation section.
- 5.3 If the calibration of the instrument/ equipment is done by the third party, the report shall be checked by the Assistant Manager & above, for its suitability.
- 5.4 If any instrument needs a correction factor, the instrument/ equipment shall be adequately labeled as per Annexure I.

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Revision No.	Reason for Revision	Superseded from & Date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		Destruction Record		
No.	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	Ву	Sign/ Date	Ву	Sign/ Date



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9.0 REFERENCES:

Not Applicable

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control

STP : Standard Test Procedure

Annexure -I : Correction Factor Label



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ANNEXURE -I CORRECTION FACTOR LABEL

CORRECTION FACTOR LABEL		
Instrument ID No. :		
Correction Factor:		
Effective From:		
Effective To:		
Prepared By:	Checked By:	