



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Procedure for Intermediate Checks	<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 a procedure for to provide extra assurance to the test/ calibration results by performing intermediate checks.

#### 2.0 SCOPE:

This SOP shall be applicable to Quality Control Department.

**3.0 RESPONSIBILITY** – Execution - Execution QC  
Checking - Assistant Manager QC

**4.0 ACCOUNTABILITY** - Manager Quality Control

#### 5.0 PROCEDURE:

- 5.1 Executive QC shall prepare the intermediate check plan for all instruments that require calibration as per Annexure-I.
- 5.2 Assistant Manager QC should check the plan and ensure that the date of intermediate check should not coincide with the master calibration plan of the respective instruments.
- 5.3 Intermediate check shall be performed within 10 days of the planned date.
- 5.4 Calibration of the instrument shall be performed as per intermediate check plan by using their respective calibration procedures.
- 5.5 All the critical instruments shall be checked, intermediately, at least once in a year.
- 5.6 Manager QC shall maintain the record of Intermediate Checks as per Annexure-II.

#### 6.0 SAFETY & PRECAUTIONS:

Not Applicable

#### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date



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#### 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:

Not Applicable

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control

STP : Standard Test Procedure

AM : Assistant Manager

**Annexure I:** Intermediate Check Plan

**Annexure II:** Record of Intermediate Checks



