



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Procedure for Issuance and Retrieval of formats	<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 ensuring that all the formats required for Planning, Execution and Control within the Quality Control department are controlled, issued to all user departments and retrieved to ensure that the current version of formats are available at the point of use.

#### 2.0 SCOPE:

This Procedure is applicable to Quality Control laboratory.

#### 3.0 RESPONSIBILITY – Execution -Executive QC

Checking - Assistant Manager QC

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE:

##### 5.1 FORMATS:

5.1.1 Formats include Annexures, Log Books, Registers, Ledgers and Binding Books.

##### 5.2 ISSUANCE AND RETRIEVAL OF FORMATS AND DAILY RECORDS:

5.2.1 User shall fill the requisition details in the Annexure-I and send to concerned person with due approval of respective section incharge on monthly basis for routine execution of formats.

5.2.2 The user shall send the requisition to concerned person at least one week prior to every month end or as when required.

5.2.3 Concerned person shall review the requisition and made his comments for the same if required and get the signature of Manager QC to issue the formats to the user .

5.2.4 In case of rejection, concerned person sends back the requisition to the user with reasons.

5.2.5 Concerned person shall issue all the formats as mentioned in the requisition for execution to the user within one week from the date of receipt of requisition.

5.2.6 Concerned person shall take the required no. of photocopies from the 'Operational Copy for Photocopying' as detailed in the requisition.

5.2.7 Concerned personnel shall put a stamp in blue ink on the front of each format with sign and date as:

ISSUED BY:

DATE:



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- 5.2.8 Concerned person shall stamp on the front page of each For Binding books, Registers and Log books issued to user.
- 5.2.9 After stamping, the formats shall be issued to user and same shall be recorded in the issuance part of the requisition form.
- 5.2.10 User shall submit the completed formats within the first week of next month to concerned person for review and reconciliation.
- 5.2.11 Concerned person shall review and reconcile the formats, issued in the previous month and record the same in Annexure-II

**6.0 SAFETY & PRECAUTIONS:**  
Not Applicable

**7.0 REVISION HISTORY:**

Revision No.	Reason for Revision	Superseded from & date

**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



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**Annexure –I:** Requisition for Issuance of Formats

**Annexure – II:** Record of Issuance and Reconciliation of Formats



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#### ANNEXURE – I

#### REQUISITION FOR ISSUANCE OF FORMATS

**Section:** \_\_\_\_\_  
**Month:** \_\_\_\_\_  
**Year :** \_\_\_\_\_

S.No.	SOP No.	Format no.	Date of Requisition	No. of copies Required	Requested By

**Approved By:**  
(Section In charge)

**Reviewed By:**

**Sign :**

**Date:**

**Approved By :**  
(Manager QC)

