

PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE				
Department: Quality Control	SOP No.:			
Title: Purchasing Services and Supplies	Effective Date:			
Supersedes: Nil	Review Date:			
Issue Date:	Page No.:			

1.0 OBJECTIVE:

To establish a procedure for evaluation of Purchasing Services and Supplies

2.0 SCOPE:

This procedure shall be applicable to Supplier for the items required 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 & above Purchase Department / or the designated person shall perform the evaluation of supplier and fill in his observations in the Supplier Evaluation Form
- 5.2 After completing the form, the designated person shall give that form to Manager-Purchase, for checking.
- 5.3 Manager- Purchase may ask the QC Department for their remarks on the quality of the product required to be supplied by the supplier under evaluation.
- 5.4 The supplier shall be evaluated as per the findings of the above points.

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Revision No.	Reason for Revision	Superseded from & date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	Ву	Sign/ Date	Ву	Sign/ Date



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9.0 **REFERENCES**:

Not Applicable

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

No. : Number

QC : Quality Control

ANNEXURES - Not Applicable