



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: SOP for Receipt and Control of Artworks and Shade Cards	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Receipt and Control of Photocopy of Art works and Shade Cards

2.0 SCOPE:

This SOP is applicable for all Photocopies of Art work and Shade Cards for printed Packaging Material received.

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

4.0 ACCOUNTABILITY – Manager Quality Control

5.0 PROCEDURE:

- 5.1 On receipt of the photocopy of Artworks and Shade cards for Printed Packing Material from QA, Check that the Art work and Shade cards are received with “Approved” stamp and signed by authorised persons.
- 5.2 Check that following details are clearly readable in photocopy of Art work.
 - 5.2.1 Complete text matter as per requirement.
 - 5.2.2 Dimension of respective Packing Material.
 - 5.2.3 Code no. of respective Packing Material.
 - 5.2.4 Bar line or Bar code (In case of carton)
 - 5.2.5 Pantone shade or coats Ink no.
- 5.3 Check that Light, Standard, and Dark Shades are present in Shade Card.
- 5.4 Concerned person shall keep the record of receipt Artworks & Shade cards as per Annexure I.
- 5.5 New artworks and Shade Cards are to be made effective after the receipt of first supply for respective packaging material and mark old art work as “SUPERSEDED” by red stamping and keep the “SUPERSEDED” artworks in separate file and destroy the old Shade card.
- 5.6 Maintain file product wise.



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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Revision No.	Reason for Revision	Superseded from & date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

No. : Number

P M : Packaging Material

QC : Quality Control

ANNEXURE I: Receipt Record of Artwork And Shade Cards

