



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Safety in Quality Control	<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 to provide safety guidelines while working in Quality control department .

#### 2.0 SCOPE:

This SOP shall be applicable for all persons working in Quality Control Laboratory.

#### 3.0 RESPONSIBILITY- All Quality Control Personnels

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE:

5.1 Follow safety guideline provided by the Safety Department.

5.2 Follow the instruction given by Head of the Department time to time.

5.3 Wear laboratory dress while working in the laboratory.

5.4 Wear protective garments like mask, gloves goggles, cartridge filter mask where require while performing critical hazardous test. Refer MSDS of related chemical or solvents wherever require

5.5 Read the label before opening any container and follow the current version of SOP Storage & Usage of Reagents and Chemical).

5.6 Open the container of hazardous chemicals carefully in fuming hood.

5.7 Take precaution while extracting and using hazardous chemicals.

5.8 Avoid use of contaminated apparatus and instrument.

5.9 Seal the container tightly after use.

5.10 During handling & using of chemicals do not eat or drink anything.

5.11 Wash the hands properly after handling and testing of chemicals.

5.12 Take precaution for the cleaning of any spillage with method appropriate, to the hazardous Chemicals (Refer: "Handling of Spillage in Laboratory").



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5.13 Seek medical attention immediately if affected by chemicals and use appropriate first aid

Until medical attention is available.

5.14 Store the chemicals and solvents at specified temperature. Mentioned on label.

5.15 Place back the poisonous chemical under lock & key immediately after use. (Refer: SOP “Handling of hazardous, poisonous and restricted chemicals”)

#### 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Revision No.	Reason for Revision	Superseded from & Date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:

SOP: Handling of hazardous, poisonous and restricted chemicals

SOP: Handling of Spillages in the Laboratory

SOP: Storage & Usage of Reagents and Chemicals

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure



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No. : Number

MSDS: Material Safety Data Sheet

QC : Quality Control

**Annexures : Not Applicable**