



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Destruction of rejected Dies & Punches	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for destruction of rejected Dies and Punches.

2.0 SCOPE:

This procedure is applicable to destruction of rejected Dies and Punches used in production department.

3.0 RESPONSIBILITY:

Officer, Executive – Production Department

Officer, Executive – Utility Department

Head Production – SOP Compliance

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1.1 Deface the punches and dies to avoid the misuse of the punches and dies.

5.1.2 Inform the engineering department through IOM about the rejected die and punches.

5.1.3 Hand over the rejected die punches to engineering department and record all the Observations in Annexure-I.

6.0 ABBREVIATION(S):

QA : Quality Assurance

SOP: Standard Operating Procedure.

IOM : Inter Office Memo

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

ANNEXURE – I : Rejected punches / dies record



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9.0 DISTRIBUTION:

9.1 **Master copy:** Quality Assurance

9.2 **Controlled copy (s):** Production department, Quality Assurance, Utility (Cephalosporin N3 Block), Utility (General Block N2).

9.3 **Reference copy (s) :** Production department (2)

10. REVISION CARD:

S.No.	REVISION No.	REVISION DATE	REASON (S) FOR REVISION	DETAILS OF REVISION
1.	00		New SOP	NA



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ANNEXURE I

REJECTED DIES / PUNCHES RECORD

DEPARTMENT: _____

S.No.	Date	Item (Punch / Die)	Set ID No.	Punch/Die Qty.	Brief Description of Punch/Die	Received By (Engg.)	Checked by (Prod.)	Remarks

Done By: _____
Date : _____

Checked By: _____
Date : _____