



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|------------------------|
| Department: Production | SOP No.: |
| Title: Change Hand Over between the Shifts | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

1.0 OBJECTIVE:

To lay down a procedure for charge hand over between the shifts.

2.0 SCOPE

This procedure is applicable for charge hand over between the shifts in production department.

3.0 RESPONSIBILITY

Officer, Executive – Production Department

Manager – Production Department

4.0 DEFINITION(S)

NA

5.0 PROCEDURE

5.1 Following are the instructions to be given by current shift officer to the next shift officer of designated area for charge hand over.

5.1.1 Name of product / lot / workmen on each machine.

5.1.2 Status of each machine i.e. whether under changeover or under maintenance or functioning.

5.1.3 Allocation of job to next shift workers.

5.1.4 Production planning for next shift.

5.1.5 Any special precautions to be taken if there is any problem.

5.1.6 If any change in plan, then reason for the change. Any anticipated problem and remedy if any.

5.1.7 Showing the actual physical status.

6.0 ABBREVIATION(S)

SOP : Standard Operating Procedure

7.0 REFERENCE(S)

NA

8.0 ANNEXURE(S)

Nil



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- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy(S)** : Production department, Quality Assurance
- 9.3 **Reference copy (s)** : Nil