



OPERATION PROCEDURE FOR QUALITY ASSURANCE MODULE

1.0 PURPOSE:

1.1 To provide an operation procedure for Requisition Module in ERP software.

2.0 SCOPE:

2.1 This procedure is applicable to QA departments for handling QA module.

3.0 RESPONSIBILITIES:

3.1 QA department is responsible to follow the procedure as detailed in this SOP.

3.2 IT head or designee is responsible to provide training and ensure compliance to the SOP.

3.3 QA department is responsible to approve Bill of process, Production batch release, Vendor

3.4 Item Manufacturer, Item's QC Specification and Item wise Manufacturer procedures as detailed in this SOP.

4.0 REFERENCES:

4.1 ERP Systems,

Version No.: erp2024

Application build No.: 79, DB build No.:- 79

Release Date: 017/01/2024

5.0 DEFINITIONS:

5.1 Enterprise Resource Planning:- Is a process by which a company (often a manufacturer) manages and integrates the important parts of its business. An ERP management information system integrates areas such as planning, purchasing, inventory, sales, marketing, finance and human resources.

6.0 PROCEDURE:

6.1 SOP for Item wise Manufacturers (QA approval)

6.1.1 Specific Purpose

This transaction shall be used to approve (by QA) manufacturer linked with item in SOP 6.8 for Setup module

6.1.1.1 To create Item wise Manufacturers (QA approval)

Step 1: Open QA Module

Select login into ERP

Put user id, password and pin

Click on login button



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Step 2: Click on QA Approvals, then click Item wise Manufacturers (QA approval).

Step 3: Select item code and select find button.

Step 4: Select manufacturer name in the right side icon.

Step 5: Select modify button, and tick QA approval button for approval.

Step 6: Save the transaction.

Step 7: Click clear button, to clear from the screen.

Step 8: Click exit button, to exit from the screen.

6.2 SOP for Item's QC specification QA Approval

6.2.1 Specific Purpose:

This process shall be used to approve item's QC specification by QA after respective specification is authorized by QC head

6.2.1.1 To approve Item's QC specification by QA

Step 1: Login to QA module.

Step 2: Click on QA Approvals, then click on item's QC specification QA Approval.

Step 3: Click on Find and search item name/code.

Step 4: Modify check the test details, and click QA Approved.

Step 5: Define QA Approval Remarks as applicable.

Step 6: To save the transaction, click on save button.

Step 7: To clear from QC specification's (QA approval) screen click on clear button.

Step 8: To exit from QC specification's (QA approval) screen click on exit button.

6.3 SOP for Bill of Process Definition - QA Approval

6.3.1 Specific Purpose

This transaction shall be used to approve BOP by QA defined in production module (Refer SOP for Bill of process in Setup Module)

6.3.1.1 To create Bill of Process Definition - QA Approval



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Step 1: Login to QA module, Click on QA Approvals, then Bill of process (QA Approval).

Step 2: Select location code, click on find and select BOP product code.

Step 3: Click on modify and tick QA approved BOP locked.

Step 4: Mention the revision details in remarks.

Step 5: Save the transaction.

6.4 SOP for Vendor Item Manufacturer's QA Approval:

6.4.1 Specific Purpose:

This process is being used to approve the linkage of item with vendor

6.4.1.1 To Create Vendor - Item Manufacturer's QA Approval

Step 1: Login to QA module.

Step 2: Click on QA Approvals, then Item Manufacturer's QA Approval.

Step 3: Select specific location code and purchase group code.

Step 4: Select specific vendor code, click on specified box and type initial letter of the vendor name.

Step 5: Now find the item code defined for selected vendor.

Step 6: To find the item by name, click on find button and marked box.

Step 7: Now modify the data, select appropriate manufacture from the drop down and tick on QA approved button.

Step 8: Save the data.

Step 9: To clear the existing data, click on clear button.

Step 10: To exit from the existing data, click on exit button.

6.5 SOP For Batch Release (by QA In charge):

6.5.1 Specific Purpose:

This transaction shall be used to release the batch after batch completion by QA In-charge



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6.5.1.1 To raise Production Batch Release (By QA In-charge):

Step 1: Login to QA module.

Step 2: Click on QA Approvals, then click on production batch release (by QA In-charge).

Step 3: Select Location & BOP Product. Click on Find and enter the Batch number.

Step 4: Click on modify, define release date, release no. and release note (If any).

Step 5: Authorize the transaction by QA in-charge.

Step 6: To save the transaction, click on save button.

Step 7: To clear from Production Batch Release screen click on clear button.

Step 8: To exit from Production Batch Release screen click on exit button.

6.6 SOP for Production Batch Release (By QA Manager):

6.6.1 Specific Purpose:

This transaction shall be used to release the batch after batch completion by QA Manager

6.6.1.1 To raise Production Batch Release (By QA Manager)

Step 1: Follow pt. no. 6.7.1 (Step 1 to 3), in step2 select Production Batch Release (By QA Manager)

Step 2: Check the details and authorize the transaction by QA manager.

Step 3: To save the transaction, click on save button.

Step 4: To clear from Production Batch Release screen click on clear button.

Step 5: To exit from Production Batch Release screen click on exit button.

7.0 ATTACHMENTS:

7.1 NA



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

OPERATION PROCEDURE FOR QUALITY ASSURANCE MODULE

8.0 ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
QA	Quality Assurance
qty.	Quantity
Mfg.	Manufacturing
Ref.	Reference
NA	Not applicable
ERP	Enterprise Resource Planning

9.0 CHANGE HISTORY:

Change control no.	Version	Reason for Changes
NA	00	NEW