

QUALITY ASSURANCE DEPARTMENT

PREPARED BY								
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APPROVED BY								
NAME	DESIGNATION	SIGNATURE / DATE						

Revision	Date	Reason for revision
00		First issue



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S. No.	Document Title	Document Number
1.	Validation master plan	
2.	Project validation plan	

Name (block letters)	Function	Signature



Level	Descriptor	Example detail description
		Minor effect on personnel health
		 Used in the initial stage of operation, however it may affect the final output but those are not used for final release of output. Effect on environment such as clean room.
3	Major	 Features having direct impact on product quality/ outcome of equipment like contact parts MOC, Surface finish, Control system, Process air quality etc. Failure could lead to regulatory non-compliance. Loss/ damage to equipment or its critical sub-components Critical instruments not calibrated or not of desired range or accuracy.
		Proper supporting documentation not provided.Major effect on personnel health

Likelihood	Consequences/ Impact								
	1 – Minor	2 – Moderate	3 – Major						
1 (Unlikely)	Low	Medium	High						
2 (Possible)	Low	Medium	High						
3 (Likely)	Medium	High	High						



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	D		CMD					Dick C	ontrol	
. No	steps/component	Risk	GMP Risk Yes/No	Justification	Other Risk type	Justification	Risk Level	Mitigation Method	Residual risk level	Verificat ion
Charg	ing:							1		
1.	Charging of material	Spillage during charging of material	Yes	Loss of quantity of the materials, result in disturbed proportion of the same, area contamination	EHS/ Operational	Product exposure. Product loss	High	Charging chute will be designed wide enough for appropriate feeding method of input materials	Acceptable	IQ / PQ
2.	Charging vent	Material spreads out from the charging vent	Yes	Loss of quantity of the materials, result in disturbed proportion of the same, area contamination	EHS/ Operational	Product exposure. Product loss	High	Lid/Cover will be provided to stop powder to spreading out	Acceptable	IQ / PQ
Proces	S	•						•	•	
3.	Sifting	Dead spots formed	Yes	Material will remain non-sifted	No	NA	Medium	Equipment should be designed so that there would not be any dead spot	Acceptable	OQ
4.	Frame and sieve assembly	Frame and sieve assembly get loosen during operation	Yes	Malfunctioning of the sifting process	EHS	Accident due to detachment of parts. Product exposure.	High	Secure locking of the frame, gasket and sieve assembly will be considered so that it will remain tighten during entire sifting operation.	Acceptable	IQ / OQ



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C No	Process		GMP		Othon Diala		Diala	Risk C	ontrol	
5. INO	steps/componen	Risk	Risk Yes/No	Justification	type	Justification	Level	Mitigation Method	Residual risk level	Verificat ion
Discha	rge:									
5.	Discharge chute	Powder spreads out during transferring	Yes	Product loss	EHS	Product exposure	High	Discharge chute shall be designed to avoid the spillage using silica latex sleeve	Acceptable	IQ / PQ
6.	Product discharg	Incomplete discharge of the product	Yes	Uniformity of content of product may get disturbed	No	NA	Medium	Vibrosifter will be designed to facilitate complete discharge of the product. Tangential slope will be provisioned at the discharge.	Acceptable	IQ / PQ
Cleani	ng and Material o	f Construction:								
7.	МОС	Product contact surface material is not cleanable	Yes	Uncleanable surface leads to product contamination	No	NA	High	Contact surfaces will be of SS 316 with internal mirror finish without crevices. Weld joints should be ground finish	Acceptable	IQ
8.	МОС	Product non—contact parts are suitable for cleaning	Yes	Product contamination and susceptible for corrosion	No	NS	High	Product non contact metal surface would be of SS 304 or better	Acceptable	IQ
9.	Machine parts	Parts cannot be dissembled	Yes	Proper cleaning will not be feasible	No	NA	High	Parts that cannot be cleaned in mounted position to be made suitable to dissemble and clean	Acceptable	IQ/ PQ
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S No	Process		GMP		Other Dick		Dick	Risk C	ontrol	
5. NU	steps/component	Risk	Risk Yes/No	Justification	type	Justification	Level	Mitigation Method	Residual risk level	Verificat ion
Safety	:									
10.	Gaskets	Joint gaskets are not replaceable	Yes	Worn gasket will contaminate product and affect the integrity	EHS	Result in material leakage	Medium	All gaskets shall be replaceable	Acceptable	OQ
11.	Gaskets	Gaskets are not compatible with material handled in equipment	Yes	Product contamination	No	NA	Medium	Gaskets will be made of approved food grade elastomer	Acceptable	IQ
12.	Noise level	More noise is produced by the equipment during the operation	No	NA	EHS	High noise may cause deafness and anxiety	Medium	Noise level shall be below 80 db at a distance of 1 m from the equipment.	Acceptable	OQ
13.	Closure of the rotating part	Appropriate closure of the rotating part is not provided.	No	No impact on the product	EHS	It may lead to accident	High	Appropriate closure of all the rotating parts.	Acceptable	IQ
14.	Machine operation	Operator cannot set the machine	Yes	Process parameters cannot be achieved	Productivity	Machine cannot be operated	High	Proper training to be provided to concern person for setting and operation of machine	Low	OQ



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C No	Process		GMP		Other Disk		Diale	Risk C	ontrol	
5. INO	steps/component	Risk	Risk Yes/No	Justification	type	Justification	Level	Mitigation Method	Residual risk level	Verificat ion
15.	Earthing	Improper earthing may lead to electric shock	No	No impact on product quality	EHS	Accident may take place die to generation of static charge	High	Proper earthing will be considered in the design	Acceptable	IQ
Contro	olling									
16.	Control system	Controlling of machine not possible	No	Process parameter could not be set/ adjusted	No	NA	High	Control panel/ relay shall be provided to control all process related parameter and to ensure effectiveness of process	Acceptable	IQ / OQ
Docum	entation:									
17.	Documentation	Critical surfaces are not tested for material of construction and test reports are not provided	Yes	Lack of documented evidence leads to question on the quality of MOC	No	NA	High	MOC description and certification of critical parts to be provided	Acceptable	IQ
18.	Documentation	Instruments are not provided with calibration certificate	Yes	Calibration cannot be assured due to lack of documented evidence	No	NA	High	Critical instrumentation shall be supported with calibration certificates.	Acceptable	IQ / OQ



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S. No	Dueses		CMD			1		Disk Control		
	steps/component	Risk	Risk Yes/No	Justification	Other Risk type	Justification	Risk Level	Mitigation Method	Residual risk level	Verificat ion
19.	Documentation	Equipment is not provided with design and functional specification	Yes	Design qualification is not possible	No	NA	High	Design and functional specification should be supplied as per URS	Acceptable	IQ / OQ
20.	Documentation	Equipment is not provided with Operation & maintenance manual	Yes	Correct operation is not ensured and Qualification requirement	No	NA	High	O & M manual should be supplied per URS	Acceptable	IQ / OQ
21.	Standard Operating procedure	Standard operating procedures are not available.	Yes	Procedures critical operations cannot be carried out successfully resulting process failure.	Operational	Productivity will get decrease to unavailabilit y of procedure.	High	SOPs for Operation, Cleaning and maintenance shall be prepared in line with operational and maintenance manual and finalized.	Acceptable	IQ / OQ



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Acronym	Definition			
cGMP	Current Good Manufacturing Practice			
db	Decibel			
EU-GMP	European –Good Manufacturing Practice			
GA	General Arrangement			
GAMP	Good Automated Manufacturing Practices			
GMP	Good Manufacturing Practices			
HMI	Human Machine Interface			
IQ	Installation Qualification			
MOC	Material Of Construction			
OQ	Operational Qualification			
O & M	Operation and Maintenance Manual			
PQ	Performance Qualification			
SOP	Standard Operating Procedures			
SS	Stainless steel			
URS	User Requirement Specification			