



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Ordering, Receipt, Storage, Issuance and Destruction of Stereos	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for ordering, receipt, storage, issuance and destruction of stereos.

2.0 SCOPE:

This SOP shall be applicable to ordering, receipt, storage, issuance and destruction of stereos of sterile injection Section of production Department.

3.0 RESPONSIBILITY:

- 3.1 Associate Officer and above of the sterile injection section shall be responsible for ordering and receiving of stereos.
- 3.2 Associate Officer and above of the sterile injection section shall be responsible for storage and issuance of stereos.
- 3.3 Juniors Technicians and above of the sterile injection section shall be responsible for destruction of stereos in presence of IPQA person.
- 3.4 Head production and designee sterile injection section shall be responsible for implementation of this SOP.

4.0 ACCOUNTABILITY:

Head Production

5.0 SAFETY REQUIREMENTS:

- 5.1 Cut the stereo carefully.

6.0 PROCEDURE:

6.1 Precaution

- 6.1.1 Cut / deface the composite stereo after use.

6.2 Procedure for ordering stereos

- 6.2.1 As and when required, prepare the order for product stereos & shall be given to supplier as per production plan. Take approval from QA on the order & send the order to supplier.
- 6.2.2 Rubber Stereos used for overcoating of packing material shall be ordered on stereo requisition form as per the current version of Annexure-I (Format No.).



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Issue Date:	Page No.:

- 6.2.3 The order for stereos shall be placed in advance as per production planning.
- 6.2.4 Following details of the product shall be filled in stereo requisition form.
- 6.2.5 Batch No.
- 6.2.6 Manufacturing Date.
- 6.2.7 Expiry Date.
- 6.2.8 MRP
- 6.2.9 Type & Size.
- 6.2.10 Veterinary sample not for sale/any instruction. (Inc case of veterinary sample or any institutional supply)
- 6.2.11 Written details shall be verified by QA.
- 6.2.12 Quantity of stereo shall be mentioned in the stereo requisition form.
- 6.2.13 Quantity of stereo ordered for particular batch shall be as per following.
- 6.2.14 Total No. of Stereo = No. of stereo used for Overcoating + 5 Stereos as spare.
- 6.2.15 After approval of QA order shall be sent for further processing.

6.3 Procedure of receipt and certification of Stereos

- 6.3.1 Check the received stereos for correct size, quantity, with the order details.
- 6.3.2 Take one composite stereo of every batch number and take impression in the log book as per the current version of Annexure-I (Format No.). Put the signature after checking the stereo impression; also take the approval from QA.
- 6.3.3 Any discrepancy found in the stereo shall be mention in challan and same to be conveyed to stereo supplier and new order for the same stereo shall be placed immediately.
- 6.3.4 The Stereo with discrepancies shall be destroyed by cutting into pieces immediately
- 6.3.5 If the stereos received are found OK as per the order placed after verification, it shall be approved on the challan with signature.
- 6.3.6 After checking of stereo respective product name shall be written on the stereo bag label.

6.4 Storage

- 6.4.1 Appropriate stereos shall be stored product wise under lock and key and only authorized person shall be allowed for handling of stereos.

6.5 Issuance Procedure



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Department: Production	SOP No.:
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Issue Date:	Page No.:

- 6.5.1 According to production plan, Take the required number of stereos after making entry in the log book as per the current version of Annexure-II (Format No.).
- 6.5.2 Fix the stereos on the carton coding machine or wooden block.
- 6.5.3 Take the specimen of carton or shipper label.
- 6.5.4 After taking impression from the set stereos check the specimen carton or shipper label for coding quality and other details as per the above point from 6.2.5 to 6.2.10.
- 6.5.5 After taking approval from QA on the specimens carton or shipper label attached it with the current version of respective BPR.
- 6.5.6 During usage of stereos on the machine, if the stereo gets damaged then change the stereo and record the details in the log book as per the current version of Annexure-II (Format No.).

6.6 Destruction of Stereos

- 6.6.1 After completion of batch collect all the stereos of previous batch and destroy by cutting into pieces and record the details in the log book as per the current version of Annexure-II (Format No.....).
- 6.6.2 Incase if the batch is suspended halfway (due to any urgency) and packing of another batch is to be started then the stereos of the suspended batch shall be placed back in the bag of the same stereos and shall be subsequently used when the remaining quantity of suspended batch is packed and record the details in the log book as per the current version of Annexure-II (.....).

7.0 REFERENCES:

Not Applicable

8.0 ANNEXURES:

Annexure No.	Title of Annexure	Format No.
Annexure-I	Stereo Requisition Form	
Annexure-II	Stereo Handling and Controlling Record	



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9.0 ABBREVIATIONS:

Abbreviations	Full Forms
SOP	Standard Operating Procedure
No.	Number
Dept.	Department
QA	Quality Assurance
MRP	Maximum Retail Price
IPQA	In Process Quality Assurance

10.0 REVISION HISTORY LOG:

Revision Number	Effective Date	Details of Change	Reason for Revision
00		Not Applicable	New Introduction



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ANNEXURE-I STEREO REQUISITION FORM

To,
M/S. _____

Date:

Kindly Supply Following Stereos

S.No.	Product	Details	Size and Specification	Quantity	Stereo Impression

Prepared By:
(Sign & Date)
(Production)

Approved By:
(Sign & Date)
(QA)

