



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Handling of Alloy steel letters	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- 5.2.2 Clean accumulated dirt and any chipping of metal from the face of the letters by using 70 % IPA solution.
- 5.2.3 Check all the cleaned alloy steel type letters for any damage. If any damage is found, inform the area supervisor. Deface the damage letter and send it to scrap yard for destruction.
- 5.2.4 Transfer all the dismantled & cleaned letters in to the box as per mentioned sequence in step no. 5.1.2 and put them at their designated place.
- 5.2.5 Record damage with reason (if any) in the “Usage Record for Alloy steel type letters” as per Annexure- I.
- 5.2.6 Physically check all the alloy steel type letters at month end and Fill the “Accountability Report (Alloy steel type letters)” as per Annexure – II.

6.0 ABBREVIATION (S):

- 6.1 SOP: Standard Operating Procedure.
- 6.2 No. : Number
- 6.3 IPA : Iso propyl Alcohol
- 6.4 IPQA : In Process Quality Assurance

7.0 REFERENCE(S):

- 7.1 NA

8.0 ANNEXURE (S):

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Usage Record for Alloy steel type letters		Logbook
Annexure II	Accountability Report (Alloy steel type letters)		Logbook

9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy (s)** : Production department (01), Quality Assurance (01)
- 9.3 **Reference copy (s)** : Production department (02)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (s) for revision	Details of revision	Effective Date
01	00	NA	New SOP	NA	



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ANNEXURE I

USAGE RECORD FOR ALLOY STEEL TYPE LETTERS

AREA : _____

S. No.	Date	Alloy Steel Type #	Nos. of Alloy Steel Type letters Issued	Issued for Product		Issuance		Retrieval				Remark
				Name	Batch No.	Issued to Sign/date	Issued By Sign/date	Returned BY Sign/date	Checked By Sign/date production	Damaged (If any) (in Nos.)	Verified By Sign/date (IPQA)	

#: Mention the description of letters

