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.: | | | | | | |

Vernacular SOP: No

1.0 OBJECTIVE:

1.1 To lay down a procedure for Usage, Control and Storage of alloy steel letters type.

2.0 SCOPE:

2.1 This procedure is applicable for the proper usage and control of alloy steel letters used in machine for coding details.

3.0 RESPONSIBILITY:

- 3.1 Technical associate Production: Handling i.e. cleaning and operation of alloy steel letters Types
- 3.2 Officer / Executive- Production: For maintaining issuance and usage record and checking of alloy steel letters types.
- 3.3 IPQA : For verification
- 3.4 Production Head : Compliance and implementation of the SOP.

4.0 **DEFINITION (S):**

4.1 NA

5.0 **PROCEDURE:**

- 5.1 Usage of alloy steel types
- 5.1.1 Box consist alloy steel type, forceps, block and Yelen key.
- 5.1.2 Alloy steel type letters shall be used for coding which is kept as per below sequence.
- 5.1.3 As per requirement Alloy letters shall be collected from box and affix to the machine change part.
- 5.1.4 Record the usage of alloy letters in the "Usage Record for Alloy steel type letters" as per Annexure-I.
- 5.2 Control and Storage of Alloy steel type letters

5.2.1 After completions of the batch dismantle the letters from the machine change part.

| А | Α | А | В | В | С | С | D | D | Е | Е | Е | Е | F | F | G | G | Η | Η | Ι |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ι | Ι | J | J | K | Κ | L | L | L | Μ | Μ | Ν | Ν | Ν | 0 | 0 | 0 | Р | Р | Q |
| R | R | R | S | S | S | Т | Т | U | U | U | V | W | W | Х | Х | Y | Ζ | & | / |
| / | - | - | | | , | , | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 4 | 4 |
| 4 | 4 | 5 | 5 | 5 | 6 | 6 | 6 | 7 | 7 | 7 | 8 | 8 | 8 | 9 | 9 | 9 | 0 | 0 | 0 |
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STANDARD OPERATING PROCEDURE

| STANDARD OF ERATING TROCEDORE | | | | | | | |
|--|-----------------|--|--|--|--|--|--|
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- 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. | Tittle 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 | |





PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE SOP No.: **Department:** Production Title: Handling of Alloy steel letters **Effective Date:** Supersedes: Nil **Review Date: Issue Date:** Page No.: **ANNEXURE I USAGE RECORD FOR ALLOY STEEL TYPE LETTERS** AREA :_____ S. Date Alloy Nos. of Alloy **Issued for Product** Issuance Retrieval Remark No. Steel Steel Type Type # letters Issued Batch No. Issued to Name Issued Returned Checked Damaged Verified Sign/date By BY By Sign/date (If any) By Sign/date Sign/date production (in Nos.) (IPQA) Sign/date

#: Mention the description of letters

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| | PHARMA DEVILS | | | | | | | | | | |
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| Issue Da | te: | | | Page No.: | | | | | | | |
| ANNEXURE II ACCOUNTABILITY REPORT (Alloy Steel Type Letters) | | | | | | | | | | | |
| AREA: | | _ | | | | | | | | | |
| DATE: | From | to | | | Box No. : | | | | | | |
| S.No. | Alloy Steel Type [#] | Opening Qty. [A] | Qty. Received [B] | Damaged (if any) [C] | Closing qty. {[A +B]-C} | Checked By | | | | | |
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