

PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE						
Department: Production	SOP No.:					
Title: Destruction of Rejected Dies & Punches	Effective Date:					
Supersedes: Nil	Review Date:					
Issue Date:	Page No.:					

1.0 OBJECTIVE:

To lay down a procedure for destruction of rejected dies and punches.

2.0 SCOPE:

This procedure is applicable to destruction of rejected dies and punches used in production department.

3.0 RESPONSIBILITY:

Officer, Executive - Production Department

Officer, Executive – Utility Department

Head Production – SOP Compliance

4.0 **DEFINITION(S):**

NA

5.0 PROCEDURE:

- 5.1.1 Deface the punches and dies to avoid the misuse of the punches and dies.
- 5.1.2 Inform the engineering department through IOM about the rejected die and punches.
- 5.1.3 Hand over the rejected die punches to engineering department and record all the Observations in Annexure-I.

6.0 ABBREVIATION(S):

QA: Quality Assurance

SOP: Standard Operating Procedure.

IOM: Inter Office Memo

7.0 **REFERENCE(S):**

NA

8.0 ANNEXURE(S)

ANNEXURE – I : Rejected punches / dies record

9.0 DISTRIBUTION:



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9.1 **Master copy**: Quality Assurance

9.2 **Controlled copy (s):** Production department, Quality Assurance, Utility.

9.3 **Reference copy (s) :** Production department

10. REVISION CARD:

S.No.	REVISION No.	REVISION DATE	REASON (S) FOR REVISION	DETAILS OF REVISION	
01	00		New SOP	NA	



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	ANNEXURE –I										
	REJECTED DIES / PUNCHES RECORD DEPARTMENT:										
	S.No.	Date	Item	Set ID	Punch/Die	Brief	Received	l Checked	Remarks		
	5.110.	Date	(Punch/ Die)	No.	Qty.	Description of Punch/Die	By (Engg		Kemarks		
	Done Date	By:					Checke Date	ed By:			