



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Indent, Approval and Destruction of Rubber Stereos	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for indent, approval and destruction of rubber stereos for overprinting of batch details on printed packaging material.

### 2.0 SCOPE:

This procedure is applicable to production department.

### 3.0 RESPONSIBILITY:

Officer, Executive – Production Department

Officer, Executive – Quality Assurance Department

Head Production - shall ensure compliance of the SOP.

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 Rubber Stereos required for the overprinting is to be indented in duplicate copy one copy shall go to supplier and other preserve in to indent book as per Annexure- I.
- 5.2 Before indenting stereo, properly check the M.L.No., B. No., MFD., EXP., M.R.P. from BMR/BPR/B. No. Log and standard pricelist by production officer and approved by department head
- 5.3 After receipt of stereos, enter receipt details in stereo impression and destruction format (Annexure-II)
- 5.4 Impression of each stereo shall be cross checked with the details given in indent and as per BMR/BPR.
- 5.5 Impression of stereo is checked by the production(sign/Date) and verified by Quality Assurance (Sign/Date). Each impression shall be numbered.
- 5.6 Incase the impression is improper, make a new impression and cut the previous Impression with signature, write invalid (incase, the coding details are wrong or improper, the impression shall be cut with remark “not OK.”
- 5.7 After approval, the stereos are stored under lock and key with specified location in stereo cupboard. Key of the cupboard shall be in the custody of production Officer/In- charge.
- 5.8 All the incorrect and improper stereos shall be destroyed



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- 5.9 Issued the required number of stereos for packing and record in to stereo impression and destruction format as per Annexure-II.
- 5.10 After completion of batch collect all stereos that shall be same no. stereos issued and record in to stereo register.
- 5.11 After completion of batch destroy the stereo by cutting into pieces and record the destruction details in Annexure-II. Destruction details shall be verified by Quality assurance.
- 5.12 If there is change in the production plan (cancelled / Postponed), the stereos procured during the period/plan shall be destroyed, and record in remark column in to Annexure-II

### 6.0 ABBREVIATION(S):

BMR	:	Batch Manufacturing Record
BPR	:	Batch Packing Record
B. No.	:	Batch number
MFD.	:	Manufacture Date
EXP.	:	Expiry
M.R.P.	:	Maximum Retail Price
M.L. No.	:	Manufacture License Number

### 7.0 RERERENCE(S):

NA

### 8.0 ANNEXURE(S):

Annexure – I	:	Stereos indent format
Annexure – II	:	Stereo impression and destruction format

### 9.0 DISTRIBUTION:

- 9.1 **Master Copy:** Quality Assurance
- 9.2 **Controlled Copy (s):** Production department; Quality Assurance
- 9.3 **Reference copy (s):** Production department



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### ANNEXURE I STEREO INDENT FORMAT

**Date:**

**S.No.:**

**To:**

**From:**

Details For Blister/Strips		Details For Carton	
		Tablets/capsules	Liquid Orals
<b>M.L.No.</b>			
<b>B.No.</b>			
<b>MFD.</b>			
<b>EXP.</b>			
<b>M.R.P. PER STRIP/BLISTER OF----- Rs. (INCLUSIVE OF ALL TAXES)</b>			<b>M.R.P. Rs. (INCLUSIVE OF ALL TAXES)</b>
<b>Length:</b>	<b>Dimension</b>	<b>Length:</b>	
<b>Width:</b>	← →	<b>Width:</b>	
<b>Space Between two lines:</b>		<b>Space Between two lines:</b>	
	← Font Size →		
	← Quantity →		
	<b>Additional information</b>		
	← →		

**REMARKS:**

**PREPARED BY:**  
(Production)

**CHECKED BY:**  
(Production)

