

# POLICY ON STATUS LABELING

## INTRODUCTION:

This document provides the policy for labelling of area, material/products, equipment, containers used in manufacturing and storage for identification and to prevent mix up and cross contamination.

## SCOPE:

This policy is applicable for status Labelling practices across .....

## POLICY DETAILS:

- ✧ There shall be procedure in place for status labelling.
- ✧ Each material/product containers, equipment and area shall be labelled to identify the status.
- ✧ The contents defined in the scope of label shall be written with the required information to demonstrate their current status.
- ✧ Each status label entries shall be legible, initialled and dated by the authorized staff.
- ✧ Different colour coded labels shall be used to indicate the status of the material/product. (For example: under test, approved etc.)
- ✧ Every equipment and analytical instrument shall have calibration status displayed on it.
- ✧ Any equipment or instrument undergoing maintenance shall have label that shall be signed and dated. Any area, material/products, equipment, containers without label shall be investigated.
- ✧ Whenever labels are printed through software, reconciliation of labels shall be done. Change in content of label shall undergo change management procedure.
- ✧ Self inspection shall cover the check points on status labelling.

## AMENDMENT AND WAIVER:

The company reserves the right to amend, alter and/or terminate this policy at any time.

**DEFINITION:** Not Applicable

**ABBREVIATIONS:** Not Applicable

## REFERENCES:

Schedule M  
Eudralex Volume 4