

Daily Calibration / Weekly Calibration

Instrument Name	Instrument ID	Floor	Location	Responsible Analysts	Things to be ensured
Analytical Balance	AD/1/157	5	Balance Room -1	Dinesh Bajpai / Ankit Dixit / Jayvir	Cleanliness, Calibration entries, Log book entries and pending review, Dustbins, Calibration weights and its details, SOP Availability
	AD/1/069	5	Balance Room -1	Dinesh Bajpai / Ankit Dixit / Jayvir	
	AD/1/207	5	Balance Room -1	Dinesh Bajpai / Ankit Dixit / Jayvir	
	AD/1/003	6	Balance Room -2	Krishna / Mfnil	
	AD/1/004	6	Balance Room -2	Krishna / Mfnil	
	AD/1/206	6	Balance Room -2	Stuti / Neelam / Pankaj	
	New Balance	6	Balance Room -2	Stuti / Neelam / Pankaj	
	AD/1/042	6	Balance Room -2	Stuti / Neelam / Pankaj	
	AD/1/010	6	Wet Chemistry Lab - 1	Brut Patel / Tushtar Patel	
	AD/1/159	6	Wet Chemistry Lab - 2	Kishan / Nitin	
pH meter		5	Dissolution Lab -1	Avani / Diyaal	Calibration entries (in the instrument and hard copy) and SOP availability and current COA, electrode condition and storage solution preparation records of all the pH meters
		5	Balance Room -1	Ruchir / Tekram	
		5	Wet Chemistry Lab -1	Ruchir / Tekram	
		5	Instrument Lab -1	Paras / Ronak	
		5	Analytical sample -1	Paras / Ronak	
		5	Analytical sample -2	Paras / Ronak	
		6	Instrument Lab -2	Anish / Jewel	
		6	Dissolution Lab -2	Anish / Jewel	
		6	Instrument Lab -3	Anish / Jewel	
		6	Wet Chemistry Lab -2	Bhavik vyas / Ching Patel	
Temp. and humidity monitoring		6	Instrument Lab -4	Bhavik vyas / Ching Patel	Availability of dehumidifier respective IDs of thermohygrometers, their calibration dates and due dates, correct Time and date as per digital watch (reset if required)
		6	GC Sample Prep. Area	Bhavik vyas / Ching Patel	
		6	Balance Room -2	Bhaumik Sharma	
		5,6	NA		
	Sonicator calibration (Weekly)				
	Sonicator Total 5				

Additional responsibilities

Responsibilities	Responsible Analysts	Responsibilities
Working Standard	Praik / Dorish / Vijay Patel / Swapnil / Shalin / Tushtar panchal	As per SOP- invalid standards should be removed from use on immediate basis Proper storage of Standards
Glassware Certificates	Ritesh / Hiren Thakkar / Ankit Bhadrpadra	Availability of certificates
HPLC Columns	Nikita / Dharmendra	Availability of columns and signed copies of certificates, labels on the column/ boxes ; rejection of columns, column with inadequate information should be removed
GC Columns	Nikita / Dharmendra	Availability of columns and signed copies of certificates, labels on the column/ boxes ; rejection of columns, column with inadequate information should be removed
Incubator	Ankit parmar + Harshada	To check incubator for any abnormality, label on glassware +
label on milliQ water container + wash bottles	Ankit B. parmar	
General material indent	Gyan Gunjan / Nirav	

V.K. Panchal
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Logbook Review plus all over responsibilities regarding audit				
Location	Floor	Responsible Person + Reviewer	Checklist (Not to limited)	GDP and GLP to be followed as per SOP in all areas, safety glasses to be worn where applicable, Respective ID and training files, Availability of STP at the time of Analysis, Online reporting in LMS and Cleanliness
Scientist Area (5th floor)	5	Nikita + Ankil B Parmar	Cleanliness	Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, logbooks review, Dissolution, Sr. no. of basket and paddle against its apparatus, Respective SOP's availability, All dustbin for any weight print copy, any teared document
Dissolution Lab -1	5	Harim + Tekran Sahu		Instrument cleanliness + labels (if applicable), Drawers to be cleaned, logbooks review, Respective SOP's availability, All dustbin for any weight print copy, any teared document, balance level
Balance Room - 1	5	Sudheer + Dinesh hajjai		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, logbooks review, Respective SOP's availability, All dustbin for any weight print copy, any teared document, balance level
Wet Chemistry Lab - 1	5	Ankit Patel + Binit Patel		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, logbooks review, Respective SOP's availability, All dustbin for any weight print copy, any teared, chemical/reagents bottles to be labeled, expired chemical to be thrown, milli-Q tank to be labeled, proper nomenclature on glassware
Wash Area	5	Bhaunik Sharma + Hiren Thakkar		Instrument cleanliness + labels (if applicable), Status tags, dustbins to be checked, calibration labels on respective equipments, Milli-Q tanks to be checked
Instrument Lab - 1	5	Rajesh Khatri + Shital		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, Respective SOP's availability, unsigned and not reviewed sequences in chromatogram (not more than week), All dustbin for any weight print copy, any teared document, Mobile phase labels, vial to be given for washing and not to keep near HPLC
Analytical sample - 1	5	Mital Patel + Tushar		Sample arrangement: not analysed, under analysis, leftover samples
Analytical sample - 2	5	Prankt Bhatt + Avani Varshnav		Sample arrangement: not analysed, under analysis, leftover samples
Incubator room	5	Ankit Parmar + Harshada		Samples and standards inside incubator, expired to be thrown out and calibration tags
Instrument Lab - 2	6	Viral + Shalin		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, Respective SOP's availability, unsigned and not reviewed sequences in chromatogram (not more than week), All dustbin for any weight print copy, any teared document, Mobile phase labels, vial to be given for washing and not to keep near HPLC
Dissolution Lab -2	6	Rajesh Mishra + Pravin K		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, logbooks review, Dissolution, Sr. no. of basket and paddle against its apparatus, Respective SOP's availability
Instrument Lab - 3	6	Pravin K + Prankaj		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, Respective SOP's availability, unsigned and not reviewed sequences in chromatogram (not more than week), All dustbin for any weight print copy, any teared document, Mobile phase labels, vial to be given for washing and not to keep near HPLC
Scientist Area (6th floor)	6	Ankit Dixit + Neeilam Shukla		Cleanliness
Wet Chemistry Lab - 2	6	Hiren patel + swagnil		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, logbooks review, Respective SOP's availability, All dustbin for any weight print copy, any teared, chemical/reagents bottles to be labeled, expired chemical to be thrown, milli-Q tank to be labeled, proper nomenclature on glassware
Instrument Lab - 4	6	Alpesh + Dharmendra		Instrument cleanliness + labels (if applicable), Status tags, Drawers to be cleaned, Respective SOP's availability, unsigned and not reviewed sequences in chromatogram (not more than week), All dustbin for any weight print copy, any teared document, Mobile phase labels, vial to be given for washing and not to keep near HPLC
GC Sample Prep. Area	6	Alpesh + Dharmendra		Drawers to be cleaned, All dustbin for any weight print copy, any teared document, chemical/reagents bottles to be labeled, expired chemical to be thrown, proper nomenclature on glassware
Balance Room - 2	6	Vishal + Stuti		Instrument cleanliness + labels (if applicable), Drawers to be cleaned, logbooks review, Respective SOP's availability, All dustbin for any weight print copy, any teared document, balance level to be ensured
Fume Hood area	6	Ankit Bhadaryya + Sagar		Fume hood and bottle cleanliness + labels (if applicable), Drawers to be cleaned, logbooks review, All dustbin for any weight print copy, any teared document, duplicate bottles of chemicals to be checked, cylinders or pipettes not to be left in fume hood, details on chemicals reagent
Wash Area	6	Ruchir + Kishan		Instrument cleanliness + labels (if applicable), Status tags, dustbins to be checked, calibration labels on respective equipments, Milli-Q tanks to be checked
Scientist Area (4th floor)	4	Vijay Patel + Krishna Parri		Cleanliness, drawers to be cleaned, no extra files to be kept out on table
Document room	4	Haamukh + Nirav		Cleanliness, availability of STP/spec master copy
Chemists label	NA	Jwel (5th floor) + Ronak (6th floor)		Expiry, open date, duplication of bottles to be ensured