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|  |      | test        |        |
| Title: test   |      | SOP No.     | test   |
| Revision No.  | test | Supersedes  | 0      |
| Depaertment   | test | Page No.    | 1 of 1 |
| Effective Date  | test | Review Date | test   |


| Designation                                | Responsibilities  |
|--|---|
| Officer/Executive of respective department | <ul style="list-style-type: none"> <li>Responsible for preparation of required SOP in his/her department.</li> <li>Responsible for ensuring the acceptance of technical content of SOP within the department and other concerned department(s).</li> <li>Responsible for ensuring the technical content with respect to process, materials to be used, conditions to be maintained etc. as mentioned in the SOP.</li> <li>Responsible for preparation of Master List of SOP and formats related to his/her department</li> <li>Responsible for periodic review of SOPs.</li> <li>Responsible for follow the procedure mentioned in this SOP.</li> </ul> |
| Department Head /Designee                  | <ul style="list-style-type: none"> <li>Responsible for identify the area/operation/activity where SOPs are required and to identify the controlled documents.</li> <li>Responsible for review and ensure that all the SOPs &amp; formats are prepared and documents are controlled in accordance with this SOP.</li> <li>Responsible to provide the copies of SOPs at the work places.</li> <li>Responsible for imparting the training to the concern personnel according to SOP.</li> </ul>  |

|             | Prepared By | Checked By | Approved By |
|-------------|-------------|------------|-------------|
| Signature   |             |            |             |
| Date        |             |            |             |
| Name        | test        | test       | test        |
| Designation | test        | test       | test        |
| Department  | test        | test       | test        |

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| <b>Depaertment</b>  | test | <b>Page No.</b>    | 1 of 1 |
| <b>Effective Date</b>   | test | <b>Review Date</b> | test   |

| Designation                         | Responsibilities   |
|-------------------------------------|--|
|                                     | <ul style="list-style-type: none"> <li>Responsible to review the required documents before due date.</li> <li>Responsible to ensure that current version of SOP and formats are being used in their department.</li> <li>Responsible for periodic review of SOPs.</li> <li>Responsible to ensure that all operation and current work practices are covered in the SOP.</li> <li>Responsible to submit the old version controlled copies before the receiving of revised versions.</li> <li>Responsible for monitor and ensure the compliance of the procedure.</li> </ul>  |
| Officer/Executive-Quality Assurance | <ul style="list-style-type: none"> <li>Responsible for distribution of Controlled copy of Approved SOPs as mentioned in the distribution list.</li> <li>Responsible for the maintenance of master list and the control of SOPs distributed in all concerned departments</li> <li>Responsible for ensuring withdrawal of SOPs of old version which were distributed if new version of respective SOP is being submitted.</li> <li>Responsible to receive, store, issue, control, distribute, archive and retrieve the SOPs, formats, documents and record.</li> <li>Responsible for destruction of the obsolete/discontinue documents as per approved procedure.</li> </ul> |

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| <b>Designation</b> | test        | test       | test        |
| <b>Department</b>  | test        | test       | test        |

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| <b>Depaertment</b>  | test | <b>Page No.</b>    | 1 of 1 |
| <b>Effective Date</b>   | test | <b>Review Date</b> | test   |

| Designation      | Responsibilities   |
|------------------|--|
|                  | <ul style="list-style-type: none"> <li>Responsible To monitor and notify when a documents is required for review.</li> </ul>   |
| Head-QA/Designee | <ul style="list-style-type: none"> <li>Responsible to approve and ensure that all the SOPs are prepared and documents are controlled in accordance with this SOP.</li> <li>Responsible to monitor and ensure the compliance of the procedure.</li> </ul> |

|                    | Prepared By | Checked By | Approved By |
|--------------------|-------------|------------|-------------|
| <b>Signature</b>   |             |            |             |
| <b>Date</b>        |             |            |             |
| <b>Name</b>        | test        | test       | test        |
| <b>Designation</b> | test        | test       | test        |
| <b>Department</b>  | test        | test       | test        |