| **Designation** | **Responsibilities** |
| --- | --- |
| Officer/Executive of respective department | * Responsible for preparation of required SOP in his/her department. * Responsible for ensuring the acceptance of technical content of SOP within the department and other concerned department(s). * Responsible for ensuring the technical content with respect to process, materials to be used, conditions to be maintained etc. as mentioned in the SOP. * Responsible for preparation of Master List of SOP and formats related to his/her department * Responsible for periodic review of SOPs. * Responsible for follow the procedure mentioned in this SOP. |
| Department Head /Designee | * Responsible for identify the area/operation/activity where SOPs are required and to identify the controlled documents. * Responsible for review and ensure that all the SOPs & formats are prepared and documents are controlled in accordance with this SOP. * Responsible to provide the copies of SOPs at the work places. * Responsible for imparting the training to the concern personnel according to SOP. * Responsible to review the required documents before due date. * Responsible to ensure that current version of SOP and formats are being used in their department. * Responsible for periodic review of SOPs. * Responsible to ensure that all operation and current work practices are covered in the SOP. * Responsible to submit the old version controlled copies before the receiving of revised versions. * Responsible for monitor and ensure the compliance of the procedure. |
| Officer/Executive-Quality Assurance | * Responsible for distribution of Controlled copy of Approved SOPs as mentioned in the distribution list. * Responsible for the maintenance of master list and the control of SOPs distributed in all concerned departments * Responsible for ensuring withdrawal of SOPs of old version which were distributed if new version of respective SOP is being submitted. * Responsible to receive, store, issue, control, distribute, archive and retrieve the SOPs, formats, documents and record. * Responsible for destruction of the obsolete/discontinue documents as per approved procedure. * Responsible To monitor and notify when a documents is required for review. |
| Head-QA/Designee | * Responsible to approve and ensure that all the SOPs are prepared and documents are controlled in accordance with this SOP. * Responsible to monitor and ensure the compliance of the procedure. |