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SAMPLE INFORMATION FORM

Date Sample Submitted: _____ Laboratory Reference No: _____

Product Generic/Brand Name: _____

Product Chemical Name: _____

_____

Product Description: _____

_____

_____

Product Presentation: _____

_____

Label claim: _____

_____

Batch/Lot No: _____ Product License No: _____

Date of manufacture: _____ Date of Expiry: _____

Name of Client and Address: _____

_____

Client Reference No: _____

Manufacturer: _____

Country of Origin: _____ Samples Issued: _____ Samples Returned _____

Test(s) requested:	Limits:	Monograph (specify year and exact page):
a) _____	_____	U.S.P _____
b) _____	_____	B.P. _____
c) _____	_____	Ph. Eur. _____
d) _____	_____	Ph. Intl. _____
e) _____	_____	Other's _____
f) _____	_____	_____

Analyst: _____ Signature: _____ Date: _____

Checked by: _____ Signature: _____ Date: _____

Approved by: _____ Signature: _____ Date: _____

UNIFORMITY OF WEIGHT: TABLETS/CAPSULES/SACHETS/VIALS

No.	Tablets/Capsules/ Sachets/Vials (mg)	Empty Capsule/ Sachet/Vial (mg)	Capsule/Sachet/Vial Content (mg)	% Deviation From mean (for deviating tabs/caps)
1	19875.65	85.65	19790.00	0.08
2	19865.23	86.58	19778.65	0.02
3	19862.25	89.58	19772.67	-0.01
4	19851.23	87.65	19763.58	-0.05
5	19853.95	89.56	19764.39	-0.05
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total:	99308.31		98869.29	
Avg:	19861.662		19773.858	
Calculation of Deviation Limits:	-7.5			

Comments: _____

ASSAY DATA FORM

ASSAY

Standard Preparation for Assay:

Sample Preparation for Assay:

pH MEASUREMENTS

Outline the Sample Preparation Procedure

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Determination of pH :

No.	Sample pH Readings
1.	8.5
2.	6.9
3.	5.9
4.	0
	Mean: 7.10

pH of the Sample : 7.10

DISINTEGRATION TEST FORM: TABLETS/CAPSULES

Disintegration Test.

Disintegration Medium: Water

Duration of Test (min): 30

Results observed: The tablet does not integrate in that time.

Comments: This method allows printing text with line breaks.

FRIABILITY TEST FORM

	Run
Total weight of tablets before test (g)	**20.51**
Total weight of tablets after test (g)	**20.61**
Loss (g)	**-0.10g**

Run

%age loss = $\frac{\textbf{Loss (g)}}{\textbf{Total weight before test (g)}}$ **X 100 =** **-0.49%**

Comment (s): **COMPLIES**

RELATIVE DENSITY FOR SYRUPS/SUSPENSIONS

Determination of Suspension/Syrup Relative Density:

Pyknometer Mass (g)	Pyknometer + Water (g)	Pyknometer + Sample (g)
15.65	25.65	26.56
	24.91	25.54
	20.56	22.65
	0	0
	Mean: 23.71	Mean: 24.92

Mass of Water (g): 8.06

Mass of Sample (g): 9.27

$$\text{Relative Density of Sample} = \frac{\text{Mass of Sample (g)}}{\text{Mass of Water (g)}} = 1.15$$

Sample Relative Density = 1.15

CHROMATOGRAPHIC CONDITIONS:

ASSAY

Column No: 196 Type of Column:

Column Temp (°C): 34

Detection λ (nm): 344 Injection Vol (µL): 24

Mobile Phase: Composition (% v/v) & Ratios

v/v% in the multicomponent

Flow Rate (mL/min): 55

Pump Pressure (bars): 22

DISSOLUTION

Column No: 197 Type of Column:

Column Temp (°C): 56

Detection λ (nm): 89 Injection Vol (µL): 35

Mobile Phase: Composition (% v/v) & Ratios

w/w 10%

Flow Rate (mL/min): 95

Pump Pressure (bars): 45

REFERENCE SUBSTANCES:

NO	Reference Substances/Related Substances	NQCL Code/Batch	Purity (%)
1.	Trimethoprim	NQCL-WRS-T7-1	98.74
2.	Sulfamethoxazole	NQCL-PRS-S12-1	0.998
3.			
4.			
5.			

REAGENTS USED						
	Reagent Name	Manufacturer	Lot/Batch No.	Date Opened	Expiry Date	Remarks
1.	METHANOL 2.5L	SCHARLAU	12100707			
2.	SODIUM HYDROXIDE PELLETS	RANKEM	P101L08			
3.	POTASSIUM HYDROXIDE PELLETS	RANKEM	P171J07			
4.						
5.						
6.						
7.						
8.						

EQUIPMENT USED					
	Equipment Name	NQCL No./Code	Date of Last Calibration	Date of Next Calibration	Remarks
1.	Weighing Balance Printer	NQCL/L18/2007/275			
2.	Agilent HPLC M	NQCL/L19/2012/378			
3.	pH Meter	NQCL/L6/1994/101			
4.	UV Detector	NQCL/L19/2010/350			
5.					
6.					
7.					
8.					

APPENDIX

Describe in Summary the reagent preparation procedures including mobile phase and buffers.

Report any other tests carried out on the sample.

WORKSHEET TRACKING						
No.	**ACTIVITY**	**FROM: OFFICER/ ANALYST**	**SIGNATURE**	**TO: OFFICER/ ANALYST**	**SIGNATURE**	**DATE**
1	**Issuing**	**Anastacia**		**Mary Magda**		**2015-03-01**
2	**Analysis**	**Mary Magda**		**Dr Paul Njaria**		
3						
4						
5						
6						
7						