	STANDARD OPERATING PROCEDURE SHARP MINT LIMITED, C-03 SMA Industrial Estate, G.T. Karnal Road, Delhi.				
	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 1 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

1.0 OBJECTIVE

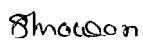
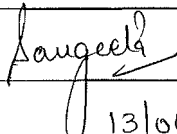

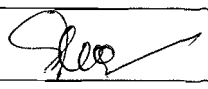
- 1.1 To lay down a procedure to analyze all the incoming raw material.

2.0 RESPONSIBILITY


- 2.1 Analyst – Quality Control
2.2 In Charge – Quality Control

3.0 PROCEDURE

- 3.1 The sample shall be drawn as per the Incoming raw material sampling (SOP No. QC002).
- 3.2 All the important details of the materials shall be noted down in the RM Log (QC002-F01).
- 3.3 The details in the register shall be as follows :
- 3.3.1 First column shall be of the date on which the material shall be received in the Unit.
- 3.3.2 Second column shall be of Name of the material under which the name of the material shall be written.
- 3.3.3 Third column shall be of Name of the Supplier / Manufacturer, under which details of the supplier or manufacturers shall be entered.
- 3.3.4 Fourth column shall be of the Total Quantity received. Under this column details of total quantity received in one consignment shall be entered.
- 3.3.5 Fifth column shall be of Number of Drums received. Under this column how many total drums are received shall be mentioned.

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Name & Designation	Officer/Executive	In Charge	Sunita Sharma Head Operations	Maj. Gen. V. K. Khanna
Signature				
Date	13/08/2019	13/08/2019	13.08.19	13.8.19
Department	Quality Control	Quality Control	Operations	Director - TQM

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	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 2 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

3.3.6 Sixth column shall be of Lot Number allocated to the material. Under this column QC shall allot the number to the material. Which will be as follows :

3.3.6.1 The series will have the number as RL1-001....

3.3.6.2 R stands for Raw Material, L stands for unit and 1, 2, 3 stands for unit numbers.

The Lot Number shall have the following configuration:

RL1	001	XX-YY
RL2	001	XX-YY
RL3	001	XX-YY

Where R stands for Raw Material, L stands for unit followed by unit number and XX-YY stands for the current financial year e.g. 15-16 i.e. 2015 – 2016. The financial year shall start from 1st April of the year and will end on 31st March of next year.

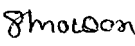
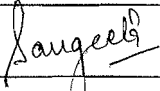


3.3.6.3 The first material received in unit 1 will have the Lot number as written above i.e. RL1-001/15-16.

3.3.7 Seventh Column shall be of Lot Identification, which will have 22 or 23 characters (refer SOP No. QC001-00)


3.3.8 Eighth Column shall be of Manufacturing date of material i.e. the invoice date.

3.3.9 Ninth column shall be of Sampled On. In this signature of chemist who has sampled to be mentioned and on which date it has been sampled.

3.3.10 Tenth column shall be of Analysed By/On. In this it shall be mentioned that who has analysed the material and on which date it has been allocated for analysis.

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	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 3 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

3.3.11 The Physical properties of the material shall be verified as follows :

- 3.3.11.1 Appearance : Clear Transparent
- 3.3.11.2 Colour : Colorless to dark yellow.(Red, pink or any other colored , Material will be rejected)
- 3.3.11.3 Odour : Characteristic of the oil

3.4 Material shall be taken for further process if analytical report of the material shows the above characteristics within acceptable limits.

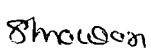
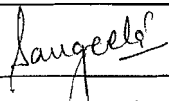
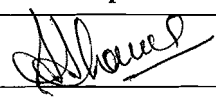
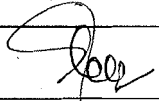
3.5 PHYSICAL TESTING

3.5.1 TEST 1. Appearance & Color Check


- 3.5.1.1 Place the beaker of raw material sample on a white paper.
- 3.5.1.2 Place another identical beaker with same quantity of standard sample on the same paper.
- 3.5.1.3 Compare the color of the raw material with reference sample.
- 3.5.1.4 Record the color of the raw material on the analytical report.

3.5.2 TEST 2. Acidity or alkalinity Testing

- 3.5.2.1 Take out 10 ml sample in a clean glass bottle/test tube.
- 3.5.2.2 Check the acidity and alkalinity with litmus paper.
- 3.5.2.3 Record on the analytical report (as applicable).

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	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page
	Quality Control	13.08.2019	14.08.2019	01-08-2022	4 of 7

3.5.3 TEST 3. Odor Testing

3.5.3.1 Take out 10 ml sample in a clean test tube.

3.5.3.2 Characteristic Odour of Raw material can be checked by smelling standard sample.

3.5.3.3 Record the Odour of the raw material on the analytical report (as applicable).

3.5.4 TEST 4. Optical Rotation

3.5.4.1 Check the optical rotation of the material.

3.5.4.2 It should meet the specification.

3.5.4.3 Record the readings on the analytical report (as applicable).

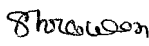
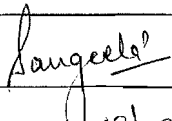
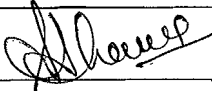

3.5.5 TEST 5. CHEMICAL CONSTITUENT (PERCENTAGE OF CONSTITUENTS BY G.C.)

3.5.5.1 Analyze the material on Gas Chromatograph to know the percentage composition of all the required constituents present in the raw material.


3.5.5.2 Record the percentage of all the constituents of the incoming RM on the report. (Incoming raw material report series, as applicable).

3.5.5.3 Acceptable limits of chemical constituents of all the possible raw materials are written on their respective reports.

3.5.5.4 Material can only be taken for further process if analytical report of the material allows it.

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	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 5 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

3.5.5.5 Update and sign records of series incoming raw material report (formats as applicable).

3.5.5.6 The Raw material if stored for the period of more than one year, the material is to be retested further every after one year for the verification of its quality.

3.5.6 TEST 6. Dryness Check

3.5.6.1 The batch sample collected from dryer is to be checked with SS spatula.

3.5.6.2 Take spatula and fill sample on it, then revert the spatula in the container.

3.5.6.3 Check if material sticks to the spatula and also check the free flow of material when it is reversed in container.

3.5.6.4 If the material does not stick to spatula and it is free flowing, confirms the dryness of material.

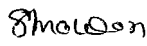
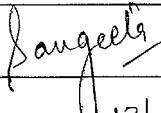
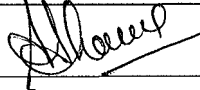
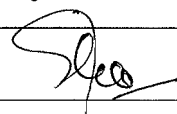
3.5.7 Raw Material Release

3.5.7.1 Lab personnel draws sample for analysis.


3.5.7.2 After analysis the report is prepared & filed for future references.

3.5.7.3 The details of material are logged on the Raw Material Log.

3.5.7.4 Retain the 10 ml sample of the all the raw materials for one year in laboratory at below 30.0° C environment.

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	RAW MATERIAL AND INPROCESS ANALYSIS				
SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 6 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

3.5.7.5 The order to release the material is prepared in the form no QC003-F01

3.5.7.6 The form no QC003-F01 is issued to store in charge with his signature on receiving.

3.5.7.7 The store in charge can issue these materials to production as when required.

3.5.7.8 If the material is rejected same format is used to inform the store in charge.

3.5.7.9 The Q.C lab sticks the labels showing rejected material on the drums.

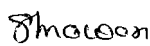
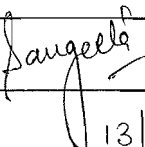
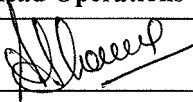
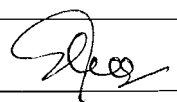
3.5.7.10 The store in charge then places the material in the area of rejected material.

4.0 ABBREVIATIONS

4.1 QC Quality Control

5.0 ANNEXURES

- 5.1 QC003-F01 Raw Material release
- 5.2 QC003-F02 Incoming raw material report (CMO)
- 5.3 QC003-F03 Incoming raw material report (PO)
- 5.4 QC003-F04 Incoming raw material report (SO)
- 5.5 QC003-F05 Incoming raw material report (DMO)
- 5.6 QC003-F06 Incoming raw material report (Menthol)

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RAW MATERIAL AND INPROCESS ANALYSIS

SOP No. QC003-03	Department	Issue Date	Effective Date	Review date	Page 7 of 7
	Quality Control	13.08.2019	14.08.2019	01-08-2022	

- 5.7 QC003-F07 Incoming raw material report (Menthone)
- 5.8 QC003-F08 Incoming raw material report (DFMO)
- 5.9 QC003-F09 Incoming raw material report (DFPO)
- 5.10 QC003-F10 Incoming raw material report (DFSO)
- 5.11 QC003-F11 Incoming raw material report (Basil Oil)
- 5.12 QC003-F12 Incoming raw material report (Cineole)
- 5.13 QC003-F13 Incoming raw material report (TP)
- 5.14 QC003-F14 Raw material retest log
- 5.15 QC003-F15 Incoming raw material report (Alpha Terpineol)
- 5.16 QC003-F16 Incoming raw material report (L-Carvone)
- 5.17 QC003-F17 Incoming raw material report (β -Caryophyllene)

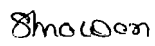
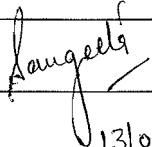
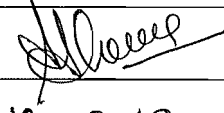
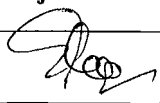
6.0 REFERENCE

6.1 NIL

CHANGE HISTORY

Supersedes SOP No.	Changes made
00	Format no. QC003-F15 is added for Alpha Terpineol under annexure section
01	Point no. 3.5.6 is added for dryness check and the title of SOP has changed.
02	Annexure section updated with QC003-F16 & QC003-F17.

END OF DOCUMENT

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