

Compared By: ADMIN

Report Number: DCR1001

Comparison Reason: testse

## 1. Introduction

### 1.1 Purpose:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

This SOP outlines the and addressing out-of-stock (OOS) situations to ensure timely response.

#### Document 2

Similarity Score: 64%

Tag: A

Summary: Different

Comparison Status: Compared

Added Text: procedures for identifying, investigating, , minimize customer impact, and comply with USFDA regulations

This SOP outlines the procedures for identifying, investigating, and addressing out-of-stock (OOS) situations to ensure timely response, minimize customer impact, and comply with USFDA regulations.

### 1.2 Scope:

#### Document 1

Similarity Score: 100%

Tag: S

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Report Number: DCR1001

Comparison Reason: testse

Summary: Same

Comparison Status: Compared

This SOP applies to all departments involved in product manufacturing, distribution, and customer service. Some text added.

## Document 2

Similarity Score: 87%

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: and cust r verifica ion

Removed Text: . S ext added

**This SOP applies to all departments involved in product manufacturing, distribution, and customer service and customer verification.**

## 1.3 Definitions:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Out-of-Stock (OOS): A situation where a product is unavailable to meet customer demand.

Backorder: A customer order that cannot be fulfilled immediately due to insufficient inventory.

Stockout: A complete depletion of product.

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## Document 2

Similarity Score: 94%

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: inventory. I have changed.

Removed Text: .

**Out-of-Stock (OOS): A situation where a product is unavailable to meet customer demand.**

**Backorder: A customer order that cannot be fulfilled immediately due to insufficient inventory.**

**Stockout: A complete depletion of product inventory. I have changed.**

## 1.4 References:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

21 CFR Part 110: Current Good Manufacturing Practice (CGMP) for Drugs.

21 CFR Part 211: Current Good Manufacturing Practice for Finished Pharmaceuticals.

[Relevant FDA guidance documents].

### Document 2

Similarity Score: 80%

Tag: A

Summary: Different

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Comparison Status: Compared

Added Text:

Good Manufacturing Practice for Finished Pharmaceuticals.

[Relevant FDA guidance documents].

21 CFR Part 110: Current Good Manufacturing Practice (CGMP) for Drugs.

21 CFR Part 211: Current Good Manufacturing Practice for Finished Pharmaceuticals.

[Relevant FDA guidance documents].

Good Manufacturing Practice for Finished Pharmaceuticals.

[Relevant FDA guidance documents].

## 2. Responsibilities

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Production: Responsible for monitoring inventory levels, initiating OOS investigations, and implementing corrective actions.

Quality Control: Responsible for investigating OOS root causes and approving corrective actions.

Supply Chain: Responsible for managing backorders, expediting orders, and preventing future OOS.

Customer Service: Responsible for communicating OOS to customers, managing customer inquiries, and processing backorders.

### Document 2

Similarity Score: 99%

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Comparison Reason: testse

Tag: A

Summary: Different

Comparison Status: Compared

Added Text: data

**Production:** Responsible for monitoring inventory levels, initiating OOS investigations, and implementing corrective actions.

**Quality Control:** Responsible for investigating OOS root causes and approving corrective actions.

**Supply Chain:** Responsible for managing backorders, expediting orders, and preventing future OOS data.

**Customer Service:** Responsible for communicating OOS to customers, managing customer inquiries, and processing backorders.

## 3. OOS Identification and Notification

### 3.1 OOS Identification:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Inventory management systems will generate alerts for low stock levels or stockouts.

Production planning will identify potential OOS based on production schedules and demand forecasts.

Customer service will report OOS based on customer inquiries.

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## Document 2

Similarity Score: 27%

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: The text has you can check.

Example, unavailability estimated delivery date before product availability and estimated delivery

Removed Text: Inventory management systems will generate alerts for low stock levels or stockouts.

Production planning will identify potential OOS based on schedules and forecasts.

Customer report OOS based on inquiries

Modified Text: The text has modified you can check.

Example, product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery.

The text has modified you can check.

Example, product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery.

## 3.2 Internal Notification:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

The responsible department will immediately notify their supervisor and relevant departments of an OOS situation.

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Comparison Reason: testse

## Document 2

Similarity Score: 6%

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: is is modified text will be notified of roduct unavailability and estimated delivery dates will be notified of roduct unavailability and estimated delivery dates be notified of roduct unavailability and estimated delivery dates

Removed Text: e res onsible de artment immediately notify their su ervisor and relevant departments of an OOS situation

Modified Text: This is modified text will be notified of product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery dates.

This is modified text will be notified of product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery dates will be notified of product unavailability and estimated delivery dates.

## 3.3 External Notification:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Customers will be notified of product unavailability and estimated delivery dates.

Regulatory authorities will be notified in accordance with applicable regulations.

### Document 2

Similarity Score: 70%

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Comparison Reason: testse

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: Add d pd ed text t d y th mpa s

Removed Text: R g l ry author ti s will be o i d in ac dance w th applicable regulati s

Customers will be notified of product unavailability and estimated delivery dates.

Added updated text to identify the comparison.

## 4. OOS Investigation

### 4.1 Investigation Initiation:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

A designated team will initiate an OOS investigation within [timeframe] of identification.

The investigation will determine the root cause of the OOS, including factors such as production delays, supply chain disruptions, or increased demand.

#### Document 2

Similarity Score: 98%

Tag: A

Summary: Different

Comparison Status: Compared

Added Text: chain



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Comparison Reason: testse

A designated team will initiate an OOS investigation within [timeframe] of identification.

The investigation will determine the root cause of the OOS, including factors such as production delays, supply chain disruptions, or increased demand chain.

## 4.2 Data Collection:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Relevant data will be collected, including production records, inventory levels, customer orders, and quality control records.

### Document 2

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Relevant data will be collected, including production records, inventory levels, customer orders, and quality control records.

## 4.3 Root Cause Analysis:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

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A thorough analysis will be conducted to identify the underlying causes of the OOS.

Potential corrective actions will be developed.

### Document 2

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

A thorough analysis will be conducted to identify the underlying causes of the OOS.

Potential corrective actions will be developed.

## 5. OOS Communication

### 5.1 Internal Communication:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Information regarding the OOS and investigation findings will be shared with relevant departments.

Communication plans will be developed to address internal concerns and coordinate response efforts.

#### Document 2

Similarity Score: 100%

Tag: S

Compared By: ADMIN

Report Number: DCR1001

Comparison Reason: testse

Summary: Same

Comparison Status: Compared

Information regarding the OOS and investigation findings will be shared with relevant departments.

Communication plans will be developed to address internal concerns and coordinate response efforts.

## 5.2 External Communication:

### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Standard templates will be used for customer notifications, including information about the OOS, estimated delivery dates, and alternative products (if available).

Customer inquiries will be managed professionally and promptly.

Media inquiries (if applicable) will be handled according to the company's media relations policy. There will be handled according to the company's media relations policy.

### Document 2

Similarity Score: 89%

Tag: R

Summary: Different

Comparison Status: Compared

Removed Text: There will be handled according to the company's media relations policy.

Standard templates will be used for customer notifications, including information about the OOS, estimated delivery dates, and alternative products (if available).

Compared By: ADMIN

Report Number: DCR1001

Comparison Reason: testse

Customer inquiries will be managed professionally and promptly.

Media inquiries (if applicable) will be handled according to the company's media relations policy.

## 6. Corrective and Preventive Actions (CAPA)

### 6.1 CAPA Implementation:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Corrective actions to address the immediate OOS situation will be implemented promptly.

Preventive actions to prevent recurrence of the OOS will be developed and implemented.

#### Document 2

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Corrective actions to address the immediate OOS situation will be implemented promptly.

Preventive actions to prevent recurrence of the OOS will be developed and implemented.

### 6.2 CAPA Effectiveness:

#### Document 1

Similarity Score: 100%

Compared By: ADMIN

Report Number: DCR1001

Comparison Reason: testse

Tag: S

Summary: Same

Comparison Status: Compared

The effectiveness of corrective and preventive actions will be monitored and evaluated.

## Document 2

Similarity Score: 91%

Tag: A

Summary: Different

Comparison Status: Compared

Added Text:

Some other text.

The effectiveness of corrective and preventive actions will be monitored and evaluated.

Some other text.

## 7. Backorder Management

### 7.1 Backorder Process:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Customer orders for OOS products will be placed on backorder.

Backorders will be prioritized based on order date, customer importance, and product availability.

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Customers will be regularly updated on the status of their backorders.

### Document 2

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

Customer orders for OOS products will be placed on backorder.

Backorders will be prioritized based on order date, customer importance, and product availability.

Customers will be regularly updated on the status of their backorders.

## 8. Product Recall (if applicable)

### 8.1 Recall Initiation:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

If a product recall is necessary due to safety concerns, the recall process will be initiated in accordance with company and regulatory.

#### Document 2

Similarity Score: 95%

Tag: A

Summary: Different

Compared By: ADMIN

Report Number: DCR1001

Comparison Reason: testse

Comparison Status: Compared

Added Text: requirements

If a product recall is necessary due to safety concerns, the recall process will be initiated in accordance with company and regulatory requirements.

## 9. Recordkeeping

### 9.1 Documentation:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

All OOS investigations, corrective actions, and customer communications will be documented.

Records will be retained in accordance with company.

#### Document 2

Similarity Score: 95%

Tag: A

Summary: Different

Comparison Status: Compared

Added Text: and regulatory

All OOS investigations, corrective actions, and customer communications will be documented.

Records will be retained in accordance with company and regulatory.

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## 10. Training

### 10.1 Training Requirements:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

All personnel involved in OOS handling will receive training on this SOP.

Training will be conducted upon hire and annually thereafter.

#### Document 2

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Status: Compared

All personnel involved in OOS handling will receive training on this SOP.

Training will be conducted upon hire and annually thereafter.

## 11. Review and Update

### 11.1 SOP Review:

#### Document 1

Similarity Score: 100%

Tag: S

Summary: Same

Comparison Date: 2024-08-21

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Comparison Reason: testse

Comparison Status: Compared

This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with regulations. New data to identify the changes.

### Document 2

Similarity Score: 88%

Tag: M

Summary: Different

Comparison Status: Compared

Added Text: p l c

Removed Text: . New data t dent fy the chang

**This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with regulations policies.**