STANDARD OPERATING PROCEDURE

Dept.: Manufacturing Prepared by (Sign./date)	Title:			D.C. No.	: SOP/MF/
Reviewed by (Sign./date) Revision No. : Effective Date :	Dept.: Manufacturing	<u> </u>		Page No.	:
Department Department Review Date: Objective Scope Responsibility: Accountability:	Prepared by (Sign./date)	Reviewed by (Sign./date)	Approved by (Sign./date)	Revision No.	:
Objective Scope Responsibility: Accountability:				Effective Date	:
Scope Responsibility: Accountability:	Department	Department	Department	Review Date	:
Responsibility: Accountability:	Objective				
Responsibility: Accountability:					
Responsibility: Accountability:					
Responsibility: Accountability:					
Responsibility: Accountability:	Scope				
Accountability:					
Accountability:	Responsibility:				
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Procedure	·				•
	Procedure				

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STANDARD OPERATING PROCEDURE

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Definition & abbreviation							
Annexure							
Annexure-I : Format No	o. SLPL/F/ (Format title)						
	o. SLPL/F/ (Format title)						
Annexure-III : Format No	o. SLPL/F/ (Format title)						
Annexure-IV : Format No	. SLPL/F/ (Format title)						
Annexure-V : Format No	o. SLPL/F/ (Format title)						
Annexure-VI : Format No	o. SLPL/F/ (Format title)	· ·					
Annexure-VII : Format No	o. SLPL/F/ (Format title)						
Annexure-VIII : Format No	o. SLPL/F/ (Format title)						
Annexure-IX : Format N	No. SLPL/F/ (Format title)						
Annexure-X : Format N	No. SLPL/F/ (Format title)						
Annexure-XI : Format N	No. SLPL/F/ (Format title)						
Annexure-XII : Format No	o. SLPL/F/ (Format title)						
Annexure-XIII: Format No	. SLPL/F/ (Format title)						

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Annexure-I Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title						
Product Batch No. Stage Analysis for Date Time Plant Signature						

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	Annexure-II Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title													
Plant:	Plant: Area:													
Date:			P	reviou	ıs Prod	luct:				Next	Produ	uct:		
Room	Tim	10	1			Area /Loca	ution			Drains	Dust	Re-	Done	Check-
Identifi- cation No.	From	То	Floor	Walls	Ceiling	Stacker /Racks	HVAC return air filter ducts	Pipes of utility	Equip- ment surface	clean- ed	extrac- tion system clean- ed	turn filters	by	ed by
												*		
							V							
			4											
			Ť											
		I					l							

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	Annexure-III Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title								
Date	Time	Previous product	Next product	No. of uniforms sent for washing	Sent by	Received back on	Received by	Remarks	

D.C. No	o. : SOP/MF/	Revision N	o. :	Page No. :				
	Annexure-IV Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title							
Plant:				Area:				
Date:	P:	revious Product		Next Product:				
S.No.	Activity		Complies/No cor	nply Remarks				
1. 2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
13.								
14.								
15.								
16.								
17.								
Perform	ed by	/		Verified by				
(Manufacturing) (Manufacturing)								

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Annexure-V Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title							
Product:		Rev. No.:					
Stage	Sui	table Solvent/s					
Prepared by (Manufacturing)	Reviewed by (Quality Assurance)	Approved by (Quality Assurance)					

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Annexure-VI Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title						
Revision No. :						
Product :	Stage :					
Equipment	Cleaning Proc	cedure				
Prepared by (Manufacturing)		Approved by (Quality Assurance)				

D.C. No	o. : SOP/MF/	/	Revision No.	:	Page No.	:			
	Annexure-VII Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title								
Plant:	Plant: Revision No. :								
S. No.	Product	Stage	Frequ (On or l Number of		Reference D.C. No.	Remarks			
			batch	Interval					
				•					
		<u>I</u>	<u>I</u>	L	<u> </u>				
Prepared (Manufae	by cturing)				Approv (Quality	ved by Assurance)			

Annexure-VIII Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title
Format Title
Type of Equipment Swab Sample Area of Swab (in inches) Rinse Sample Remark

$Synthimed\ Labs\ Private\ Limited\ ^{RESTRICTED\ CIRCULATION}$ **Derabassi**

D.C.	No. : SO	P/MF/	Revi	ision No.	1	Page No). :
	Annexure-IX Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title						
Plant:					Revision	n No.:	
Produ	ct:				Ref. Cle	aning Valid	ation Protocol:
S. No.	Stage	Details of Eo Trai	quipment	Detail o	f Campaign C	leaning*	Remarks, if any
110.			Equipment Tag No.	1 st Campaign	2 nd Campaign	3 rd Campaign	
		Name	1 ag 110.	Campaign	Campaign	Campaign	
						•	
					<u> </u>		
	Prepared by Reviewed by Approved by (Manufacturing) (Quality Assurance) (Quality Assurance)						
	Annexure-X						

C. No. : SOP/MF/	Revision No. :	Page No. :
Synth	imed Labs Private Derabassi Format No. SLPL/F/ Format Title	
Equipment No. :		
Product Name :		
Stage :		

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Annexure-XI Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title							
Plant: Product:							
Stage	Current Frequ	ency	Proposed Frequence	cy	Remarks		
Requested by (Manufacturing)				Ap (Q	oproved by uality Assurance)		

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Annexure-XII Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format Title							
Plant : Month :							
	Product: Revision No.:						
S. No.	Stage	Qualifica	tion Status	Plan, if any	Verified by (Sign./Date)	Remarks	
					(M	Checked By anufacturing)	

D.C. No.	: SOP/MF/	Revis	ion No. :	Page N	o. :			
	Annexure-XIII Synthimed Labs Private Limited Derabassi Format No. SLPL/F/ Format title							
Plant: Revision No.:								
S. No.	Product	Stage	Frequency (On or before) Time Interval	Reference D.C. No.	Remarks			
Prepared b					roved by lity Assurance)			

D.C. No. : SOP/MF /		Revision No. :		Page No. :		
Synthimed Labs Private Limited Derabassi Format No.: SLPL/F/ Document Change History						
Revision No. Effective Date Details of Change						