 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-QC-041-02	Effective Date:	01.01.2017
	Supersedes:	SOP-QC-041-01	Next Review Date:	31.12.2019
	Department:	Quality Control	Page:	1 of 2
TITLE: PROCEDURE FOR BACKUP / RESTORE ANALYTICAL DATA IN ELECTRONIC FORM				

1.0 PURPOSE:

To describe the procedure for ensuring Backup/Restore Analytical Data from computer associated with laboratory instruments

2.0 SCOPE:

The Procedure outlined in this SOP is applicable for Backup/Restore Analytical Data from computer associated with laboratory instruments at Discovery.

3.0 RESPONSIBILITY:

- 3.1 Analyst-QC shall be responsible to follow this SOP.
- 3.2 Head-QC/Designee shall be responsible for ensuring implementation of this SOP.
- 3.3 Head-QA/Designee shall be responsible for monitoring overall compliance of this SOP.

4.0 DEFINITIONS:


A backup process must be implemented to allow for recovery of the system following any failure which compromises its integrity.

5.0 PROCEDURE:

5.1 Backup/Restore Analytical data :

- 5.1.1 The computer system associated with laboratory instruments are standalone system with high risk.
- 5.1.2 Because of this, activity shall be performed every month to transfer saved data into two CDs for safer side.
- 5.1.3 One CD shall be kept at QC while the 2nd CD copy shall be kept at QA.
- 5.1.4 Regular testing of backup data (restore data) should be carried out once in every six months to verify the proper integrity and accuracy of data.

	Prepared by	Reviewed by	Checked by
Sign & Date			
Name	A.Navya	S.Prasad	Ch.Mahendar Reddy
Department	Quality Control	Quality Control	Quality Assurance

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-QC-041-02	Effective Date:	01.01.2017
	Supersedes:	SOP-QC-041-01	Next Review Date:	31.12.2019
	Department:	Quality Control	Page:	2 of 2
TITLE: PROCEDURE FOR BACKUP / RESTORE ANALYTICAL DATA IN ELECTRONIC FORM				

5.2 Numbering System of CD:

Give the numbering system of CD's as mention below:

XXX-ZZ-MM-YY

Here

XXX : Instrument Name (i.e.: HPLC, GC, IR etc.)

ZZ : No. of particular instrument

MM : month of the data

YY : Last two digits year of the data

Eg.: HPLC-002/01-16

GC-001/01-16

6.0 FORMATS / ANNEXURE(S):

Nil.

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref CCF No.
00	02.07.2016	New SOP introduced	--
01	01.01.2017	SOP format changed make to in line with SOP-QA-001-04.	QC-CRF-025/16

	Prepared by	Reviewed by	Checked by
Sign & Date			
Name	A.Navya	S.Prasad	Ch.Mahendar Reddy
Department	Quality Control	Quality Control	Quality Assurance

QA001-FM139-00