1. **PURPOSE:**

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

1. **SCOPE:**

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

1. **RESPONSIBILITY:**
   1. Analyst-QC shall be responsible to follow this SOP.
   2. Head-QC/Designee shall be responsible for ensuring implementation of this SOP.
   3. Head-QA/Designee shall be responsible for monitoring overall compliance of this SOP.
2. **DEFINITIONS:**

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

1. **PROCEDURE:**
   1. **Backup/Restore Analytical data :**
      1. The computer system associated with laboratory instruments are standalone system with high risk.
      2. Because of this, activity shall be performed every month to transfer saved data into two CDs for safer side.
      3. One CD shall be kept at QC while the 2nd CD copy shall be kept at QA.
      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.
   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

1. **FORMATS / ANNEXURE(S):**

Nil.

1. **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 |