|  |  |  |  |
| --- | --- | --- | --- |
| Company Name & Address | | *MFC No.* |  |
| *Version* |  |
| *Effective Date* |  |
| *Page No.* |  |
| *Name of Product* |  | Packing Size |  |
| License No. |  | Category |  |
| *Batch Size:* |  | Type of Product |  |

***PART-1 – Raw Material Details***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Ingredients** | **Form of Ingredient** | **Part Used** | **Label claim** | **Qty/Batch** |
| Active Ingredients | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| Base Material [If Any] | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| Excipients [If any] | | | | | |
| 1 |  |  |  |  |  |
| Preservatives [If any] | | | | | |
| 1 |  |  |  |  |  |
| Color/Flavor/Perfume/Others [If Any] | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| Others [If Any] | | | | | |
| 1 |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | *Prepared By* | *Checked By* |
| Name |  |  |
| *Date* |  |  |
| *Sign* |  |  |

# ***PART-2 – Packing Material Details***

|  |  |  |
| --- | --- | --- |
| Sr. No. | Name of Material | Qty. [Approx.] |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

|  |  |  |
| --- | --- | --- |
|  | *Prepared By* | *Checked By* |
| Name |  |  |
| *Date* |  |  |
| *Sign* |  |  |

# ***PART-3 Standard Operating Procedure***

In SOP Following points are considered

|  |  |  |
| --- | --- | --- |
| Scope | This procedure is applicable to Manufacturing of [Name of Product] | |
| Responsibility | Name |  |
| Designation |  |
| Manufacturing Procedure | Explain Manufacturing Process in Simple Terms | |
| Reference | If Any particular for the special manufacturing instructions. | |
| Flow Chart | Process Flow Chart | |

## Declaration

1. I/we hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I may be held liable for it.
2. I/we hereby declare that this detail is submitted online by using my user id and password so I am not signing this document but I am responsible for all documents submitted online. I/we am/are aware that I/we may be held liable for it.