	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	N/A
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.25
		<b>PAGE NO.</b>	1 of 13

# 1 OBJECTIVE:

- 1.1 To establish procedures for preparation, review, approval and control of standard operating procedures.

# 2 SCOPE:

- 2.1 This SOP covers procedure for preparation, review, approval, and control of standard operating procedures at SynZeal Research Pvt Ltd, Rajoda, Ahmedabad.

# 3 RESPONSIBILITY:

- 3.1 Quality Assurance: Preparation of SOP.  
3.2 Quality Assurance: Checking of SOP, Training, Tracking & Implementation of SOP.  
3.3 Head QA / Designee QA: Approval of SOP, Implementation of SOP.

# 4 ACCOUNTABILITY

- 4.1 Head Quality Assurance

# 5 DEFINITION:




- 5.1 **SOP:** Standard operating procedures are the operating procedures written for, but not limited to, all general (system) procedures, equipment, processes, calibration procedures, QC laboratory procedures, utility equipment operating procedures and preventive maintenance procedures of all equipment.


# 6 REFERENCE:

ICH Q7: Good Manufacturing Practices




# 7 PROCEDURE:


- 7.1 SOP shall be prepared by owner of the department.

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	N/A
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.23
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- 7.2 SOPs shall be prepared by concerned (Owner) department by officer or above.
- 7.3 SOP shall be checked by person from Respective Department/ Quality Assurance Department with designation executive or above.
- 7.4 Preparation of new SOP and revision of existing SOP shall be routed through change management system.
- 7.5 After approval of change control, SOP shall be printed and signed by respective department personnel.
- 7.6 SOP to be printed on A4 size paper.
- 7.7 SOP is to be written in English language with "Times New Roman" font size 12.
- 7.8 As per requirement of respective department, Translation SOP shall be done in local or national Language, Translation can be done of complete SOP or in the form of flow chart as required.
- 7.9 SOP shall be approved by head quality assurance or designee.
- 7.10 Page setup, margin, numbering and header and footer of SOP shall be managed as below
- The Top margin is 50 pts.
  - The Bottom margin is 50 pts.
  - The Left margin is 60 pts.
  - The Right margin is 50 pts.
  - The Header is 50 pts.
  - The Footer is 25 pts.
  - Line Spacing is 1.5 lines.
  - Spacing Before is 0 pts.

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23

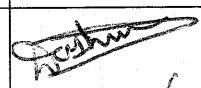

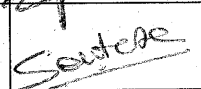
	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	NA
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.25
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- Spacing After is 0 pts.
- Gutter is 0 pts.
- Gutter position is left.
- Paper size is letter.
- Paper width is 600 pts.
- Paper Height is 800 pts.

7.11 Point numbering: There should be Single tab spacing between the numbering and text of the line. If the first point is 1 then its sub point should be 1.1 without line space in between the two points. Similarly, the sub point for 1.1 should be 1.1.1 and so on.

7.12 Header: Header of SOP shall contain four columns; All Characters of header are to be mentioned in capital letter and bold font Size 12 with character given below.

<b>LOGO</b>	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE DEPARTMENT</b>	<b>EFFECTIVE DATE</b>	
		<b>SUPERSEDES</b>	
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	
		<b>PAGE NO.</b>	

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	<b>16.02.23</b>
		<b>SUPERSEDES</b>	<b>NA</b>
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	<b>15.02.25</b>
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<b>LOGO</b>	<b>STANDARD OPERATING PROCEDURE: &lt;Subject&gt;</b>	<b>SOP NO.</b>	<b>&lt;SOP no. with ver.no&gt;</b>
	<b>DEPARTMENT: &lt;Department Name&gt;</b>	<b>EFFECTIVE DATE</b>	<b>&lt;SOP Effective date &gt;</b>
		<b>SUPERSEDES</b>	<b>&lt;Supersedes SOP no.&gt;</b>
	<b>TITLE: &lt; SOP Title&gt;</b>	<b>REVIEW DATE</b>	<b>&lt;Next review date&gt;</b>
		<b>PAGE NO.</b>	<b>&lt;Page of pages&gt;</b>

7.13 The First row of second column is “SUBJECT” and subject is to be mentioned in first row of second column i.e., “STANDARD OPERATING PROCEDURE”.




7.14 The second row of second column is “DEPARTMENT” Name of the department to whom the SOP is owned is to be mentioned in the second row of second column e.g.


If standard operating procedure is for Quality Assurance Department, then “QUALITY ASSURANCE DEPARTMENT” is to be mentioned.

7.15 The third row of second column is “TITLE”. Title of the standard operating procedure is to be mentioned in third row of second column. e.g., if standard operating procedure is to be prepared for “HANDLING OF CHANGE CONTROL”.

7.16 The first row of third column is “SOP NO”. Each standard Operating procedure is to be identified by unique number and same number of standard operating procedure to be mentioned in first row of fourth column.

7.17 The second row of third column is “EFFECTIVE DATE”. This indicates the date on which the standards the standard operating procedure is going to be effective for execution. The effective

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
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<b>CHECKED BY</b>	<b>Suresh Nayi</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>
<b>APPROVED BY</b>	<b>Arvind Senta</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	<b>16.02.23</b>
		<b>SUPERSEDES</b>	<b>NA</b>
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	<b>15.02.25</b>
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date shall be mentioned by Quality Assurance department in DD.MM.YY format. After completion the training of SOP, Quality Assurance Department shall effective the SOP.


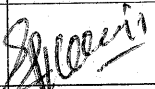
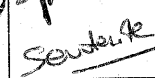
7.18 The third row of third column is "SUPERSEDES". This indicates the details of previous version of standard operating procedure. If standard operating procedure is prepared first time, then "NA" is to be mentioned.


7.19 The fourth row of third column is "REVIEW DATE". The review date is to be mentioned by Quality Assurance Department. Each Standard operating procedure shall be reviewed in period of two year  $\pm$  1 month from the effective date of the same. for example, if any SOP is having effective date 02.01.23 then review date 01.01.25.

7.20 The fifth row of third column is "PAGE NO". This indicates the individual and total page numbers used for the preparation of standard operating procedure consist of total 08 pages excluding Annex. then page number 1 of 11, 2 of 11 and so on, up to 11 of 11 respectively.

7.21 Footer: Each page of standard operating procedure consists of footer at the bottom. All character of footer is to be mentioned bold font Size 12.

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>					
<b>CHECKED BY</b>					
<b>APPROVED BY</b>					

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	<b>Darshna Patel</b>	<b>QAD</b>	<b>Executive</b>		<b>14.02.23</b>
<b>CHECKED BY</b>	<b>Suresh Nayi</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>
<b>APPROVED BY</b>	<b>Arvind Senta</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	<b>16.02.23</b>
		<b>SUPERSEDES</b>	<b>NA</b>
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	<b>15.02.23</b>
		<b>PAGE NO.</b>	<b>6 of 13</b>

7.22 The name of respective person of department and designation shall be printed. The Concern person shall sign along with date in respective column.

7.23 SOP Numbering System: XXXYYY/NN, where the first Three character XXX indicate the name of department code. If department is Quality Assurance the code should be QAD. Second three (3) numerical character (YYY) indicate the serial number of SOP (Start with 001, 002, 003.....). The third character stand for Slash (/) mark and last two (2) numerical characters (NN) indicate version number of the SOP. For new SOP number shall be allotted by QA in sequential number (Start with 01, 02, 03.....).

**Numbering System example:**

Numbering System for QA SOP: QAD001/00

Numbering System for QC SOP: QCD001/00

Numbering System for R&D SOP: RND001/00

Numbering System for Engineering SOP: ENG001/00

Numbering System for IT SOP: ITD001/00

Numbering System for EHS SOP: EHS001/00

Numbering System for ADL SOP: ADL001/00




Numbering System for SCM SOP: SCM001/00


In SCM include Store, Inventory, Purchase & Dispatch Department.

Numbering System for HR SOP: HRD001/00

Numbering System for Finance SOP: FIN001/00

Numbering System for Marketing SOP: MKT001/00




	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	<b>Darshna Patel</b>	<b>QAD</b>	<b>Executive</b>		<b>14.02.23</b>
<b>CHECKED BY</b>	<b>Suresh Nayi</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>
<b>APPROVED BY</b>	<b>Arvind Senta</b>	<b>QAD</b>	<b>Sr. Executive</b>		<b>14.02.23</b>


	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	N/A
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.25
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Numbering System for DSI SOP: DSI001/00



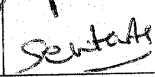
Sr. No	Department	Code
1.	Quality Assurance	QAD
2.	Quality Control	QCD
3.	SCM (Supply chain management)	SCM
4.	Engineering & Utilities	ENG
5.	R & D	RND
6.	HR & Admin	HRD
7.	Environment, Health & Safety	EHS
8.	Analytical development laboratory	ADL
9.	Finance	FIN
10.	Marketing	MKT
11.	Information Technology	ITD
12.	Structure Elucidation & Data Integrity	DSI

**7.23.1 CONTENT OF SOP:** The SOP shall contain Objective, Scope, Responsibility, Accountability, Definition, Reference, Procedure, History, Abbreviation, Annex and Flow chart in the sequential order. All the headings should be written in capital and bold font.


	NAME	DEPT.	DESIGN.	SIGN.	DATE
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	14.02.23
		<b>SUPERSEDES</b>	N/A
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.23
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- 7.23.1.1 **OBJECTIVE:** This indicate the objective of the standard operating procedure to be prepared. Objective of each standard operating procedure is to be start with "To lay down procedure or to established procedure". Objective of respective standard operating procedure is to be related with the title of the Same.
- 7.23.1.2 **SCOPE:** This indicates the scope for the execution and application of the procedure defined in standard operating procedure.
- 7.23.1.3 **RESPONSIBILITY:** This indicates the responsibility of the individual involved in the execution and application of the procedure defined in the standard operating procedure.
- 7.23.1.4 **ACCOUNTABILITY:** This indicates the details of individual accountable for the compliance of the system or procedure defined in SOP.
- 7.23.1.5 **DEFINITION:** State clearly meaning of the unique term/s used in the procedure.
- 7.23.1.6 **REFERENCE:** This is indicating the details of the reference referred for the preparation of procedure. if any SOP is to be taken as reference for the procedure mentioned for any other SOP, then other SOP No. of the same is to be mentioned in reference.
- 7.23.1.7 **PROEDURE:** This indicates details of the procedure in sequential order for Operation and Execution of the procedure defined in the standard operating procedure.

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
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<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23



MASTER COPY			
	STANDARD OPERATING PROCEDURE	SOP NO.	QAD001/00
	DEPARTMENT: QUALITY ASSURANCE	EFFECTIVE DATE	16.02.23
		SUPERSEDES	NA
	TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE	REVIEW DATE	15.02.25
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7.23.1.8 **HISTORY:** This indicates the details of the revision occurred in the same standard operating procedure. SOP history shall be as mentioned below.

SOP No. / REV.NO	CC.NO. / SOP EFFECTIVE DATE	REASON FOR REVISION	DETAILS OF REVISION

First column “SOP NO./REV.NO.” This column shall contain information of SOP number and revision number.

Second column “CC.NO. / SOP EFFECTIVE DATE” This column shall contain information of concerned change control number and effective date for revision of SOP.


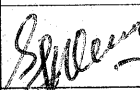

Third column “REASON FOR REVISION” This column shall contain information of reason involved for revision of SOP.


Forth column “DETAILS OF REVISION” This column shall contain information of changes done during revision.

7.23.1.9 **ABBREVIATIONS:** This indicates the details of abbreviations and their particulars described in the standard operating procedure.

7.23.1.10 **ANNEX or ANNEXURE:** This provides list of Annexes or Annexures for the particular SOP.

Annex Numbering: Annex shall be numbered in Roman numbers as I, II, III.....and so on.

	NAME	DEPT.	DESIGN.	SIGN.	DATE
PREPARED BY	Darshna Patel	QAD	Executive		14.02.23
CHECKED BY	Suresh Nayi	QAD	Sr. Executive		14.02.23
APPROVED BY	Arvind Senta	QAD	Sr. Executive		14.02.23

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	NA
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.23
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Footer for Annex or Annexure : : Each page of Annex or Annexure consists of footer at the bottom. All character of footer is to be mentioned capital & bold font Size 12.

<b>PREPARED BY</b>	<b>CHECKED BY</b>	<b>APPROVED BY</b>
<b>SIGN./ DATE</b>	<b>SIGN./ DATE</b>	<b>SIGN./ DATE</b>

At the bottom of each Annex, Format number shall be provided as F/DDXXX/RR/AB/YY/DD.MM.YY



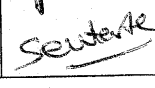
Where F stand for Format, after that mark as a slash "/", DDXXX stand for DD as department and XXX for SOP number after that mark as slash "/", RR stand for revision number of SOP, AB Stand for serial number of Format, YY stand for revision number of format after that mark as slash "/", after that DD.MM.YY indicate the effective date format shall be Written by Hand.


Format number example: F/QAD001/00/01/00/01.01.23

Department wise SOP Index shall be updated Quarterly or if required by quality assurance as per Annex -III (SOP Index).

If Annexure of SOP change, SOP change is not required, simultaneously change in SOP then annexure change is required.

Department wise an index of format shall be updated six monthly or if require by quality assurance as per Annex -IV (Format numbering record).

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
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	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	N/A
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.23
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7.23.1.11 **FLOW CHART:** This indicates the brief about the procedure defined in the SOP in the form of block diagram, if require.

7.23.1.12 After Completion of SOP "END OF SOP" in capital and bold font shall be mentioned.

7.23.2 **Control and Distribution of SOP:** After Approval of SOP, QA will put "MASTER COPY" in red colour at right side of top on every page.

**MASTER COPY**

Master copy SOP shall be retained by QA.




Training shall be given to concern person by respective department.


QA person shall take photocopy of the master copy of SOP as per distribution requirement.

After Completion of photocopy, QA person has to put stamp of "CONTROLLED COPY" in blue colour and sign of every page of SOP including Annex at the right side on bottom of the page. Only controlled copy shall be circulated to concerned department for the execution and application purpose. Information of issuance shall be updated in SOP of Document Control.

<b>CONTROLLED COPY</b>	<b>Department code</b>
	<b>Sign &amp; Date</b>

On revision of SOP, QA has retrieves issued copy of existing SOPs from the departments as per issuance record prior to the distribution of new version SOP. QA

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
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	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	16.02.23
		<b>SUPERSEDES</b>	NA
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	15.02.25
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shall destroy the supersedes controlled copy, information of retravel shall be update in Annex of SOP of Document Control.

Once new version of SOP is made effective, previous version SOP shall be stamp as "OBSOLETE" in red colour at middle on each page of the master copy.

**OBSOLETE**

The obsolete master copy shall be retained by QA for perpetual.

If any SOP is required by external agency or any customer or by other department for reference, QA shall put the stamp "UNCONTROLLED COPY" in red colour at middle on each page.

**UNCONTROLLED COPY**

#### 8 HISTORY:

<b>SOP No. / REV.NO</b>	<b>CC.NO. / SOP EFFECTIVE DATE</b>	<b>REASON FOR REVISION</b>	<b>DETAILS OF REVISION</b>
<b>QAD001/00</b>	16.02.23	<b>New SOP</b>	<b>NA</b>

#### 9 ABBREVIATIONS:


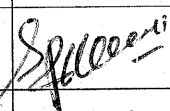
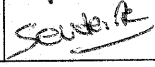
The abbreviations used in the SOPs are:


NA : Not Applicable

ICH : International Council for Harmonisation

No. : Number

SOP : Standard Operating Procedure

	<b>NAME</b>	<b>DEPT.</b>	<b>DESIGN.</b>	<b>SIGN.</b>	<b>DATE</b>
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23

	<b>STANDARD OPERATING PROCEDURE</b>	<b>SOP NO.</b>	<b>QAD001/00</b>
	<b>DEPARTMENT: QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b>	<b>16.02.23</b>
		<b>SUPERSEDES</b>	<b>NA</b>
	<b>TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE</b>	<b>REVIEW DATE</b>	<b>15.02.25</b>
		<b>PAGE NO.</b>	<b>13 of 13</b>

QAD : Quality Assurance Department

QCD : Quality Control Department

pts. : Points

CC : Change Control

R & D : Research and Development

SCM : Supply Chain Management

#### 10 ANNEX/ANNEXURE

Annex-I : Format for SOP

Annex-II : Annexure Format



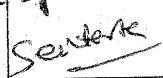
Annex-III : SOP Index


Annex IV : Format Numbering record


#### 11 FLOW CHART:

NA

END OF SOP

	NAME	DEPT.	DESIGN.	SIGN.	DATE
<b>PREPARED BY</b>	Darshna Patel	QAD	Executive		14.02.23
<b>CHECKED BY</b>	Suresh Nayi	QAD	Sr. Executive		14.02.23
<b>APPROVED BY</b>	Arvind Senta	QAD	Sr. Executive		14.02.23




	Annexure Number	I	Page No.:	1 of 1
	Annexure Title	Format of SOP		

	STANDARD OPERATING PROCEDURE	SOP NO.	QAD001/00
	DEPARTMENT: QUALITY ASSURANCE	EFFECTIVE DATE	1
		SUPERSEDES	
	TITLE: PREPARATION, REVIEW, APPROVAL AND CONTROL OF STANDARD OPERATING PROCEDURE	REVIEW DATE	
		PAGE NO.	1 of 1


### SOP CONTENTS


- 1 OBJECTIVE
- 2 SCOPE
- 3 RESPONSIBILITY
- 4 ACCOUNTABILITY
- 5 DEFINATION
- 6 REFERENCES
- 7 PROCEDURE
- 8 HISTORY
- 9 ABBREVIATIONS
- 10 ANNEX/ANNEXURE
- 11 FLOW CHART

END OF SOP



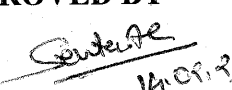
<b>PREPARED BY</b>  <b>SIGN / DATE</b> 14.02.23	<b>CHECKED BY</b>  <b>SIGN / DATE</b> 14.02.23	<b>APPROVED BY</b>  <b>SIGN / DATE</b> 14.02.23
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F/QAD001/00/01/00/16.02.23

	Annexure Number	II	Page No.:	1 of 1
	Annexure Title	Annexure Numbering Format		

	Annex Number	I, II, III.....	Page No.:	1 of 1
	Annexure Title	Annexure Numbering Format		

Sr. No.	Description	Font Size	Font Name	Remarks
1.	Company Logo	--	--	To be at the top left side.
2.	Header Margin from edge	--	--	1.2 cm
3.	Footer Margin from edge	--	--	1.2 cm
4.	Title/Header SOP/ Annexure	12	Times in new Roman	To be at left in running letters.
5.	Footer content	12	Times in new Roman	--
6.	Space in between two paragraphs	--	--	single spacing
7.	Space between two lines	1.15	--	--
8.	Contents and text of the Annexure	12	Times in new Roman	To be in running letters.

<b>PREPARED BY</b>  <b>SIGN / DATE</b> 14.02.23	<b>CHECKED BY</b>  <b>SIGN / DATE</b> 14.02.23	<b>APPROVED BY</b>  <b>SIGN / DATE</b> 14.02.23
--	---	--





