SOP: LFA 00065
SOP For Backup/Restoring Analytical Data in E-Form

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1 Objective

To be able to follow proper procedures to ensure accurate backup/restoration of analytical data from computers associated with the laboratory equipment.

2 Scope

Applicable to all analytical data from computers that are associated with laboratory equipment.

3 Responsibility

By: System Administrator

4 Accountability

Manager - Quality Control

5   Procedure

5.1   Analytical Record Archival

5.1. The data is acquired from the laboratory equipment through the computers running the software for processing and printing the chromatogram.

5.2. Analyst prints the processed data on paper.

5.3. Printed document will be examined and reviewed by the analyst and a reviewer.

5.4. The reviewed chromatogram with the originals signature would serve as the master copy where all decisions pertaining to the material quality will be based.

5.5. The analytical record in paper would be archived and preserved as future reference for decision-making.

5.2   Data Back Up and Restore in Computer System

5.1. The computer system that is associated with the laboratory equipment will be a standalone system with limited storage space.

5.2. Due to the limited storage, only current data will be maintained in the computer system.

5.3. Periodic cleaning is necessary to delete old data form the computer and to ensure that there is available space for uninterrupted acquisition of data by the application software.

5.4. A maintenance log will be maintained by the system administrator to record the maintenance activity.

5.5. The system administrator will back up the current analytical data from the primary to the secondary hard disk in the computer system on a daily basis.

5.6. In the event that a system crash develops, the system administrator shall restore the system using the data from the secondary hard disk.

5.7. The restored data in the hard disk shall be maintained and can be produced on demand.

6   Abbreviations

SOP Standard Operating Procedure