# SOP: LFA 00075
# Analysis and Release of Finished Product Samples

Alastair Sanderson

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## 1 Objective

To provide a guideline for Analysis and Release of Finished Product Samples

## 2 Scope

Applicable for all Analysis and Release of Finished Product Samples

## 3 Responsibility

**By** QC Officer/Executive

## 4 Accountability

QC Manager

# 5 Procedure

5.1. All finished samples from injectable/beta lactam manufacturing should be analysed as per the guideline outlined under the Standard Test Procedure or Pharmacopoeia policy.

5.2. For other products, analysis should be performed by the production department personnel. Fill out the sample intimation request and forward to the IPQA sampling. Sample must be provided to the Quality Control along with the request.

5.3. Once sampling is done, enter it in the Annexure -I

5.4. QC head should delegate the work to the supervisor and the results forwarded to the concerned department after completion of the analysis through the QA head.

5.5. Record the result of the completed test as per the annexure number II and III, which should be included in the sample report.

# 6 Abbreviations

**SOP** Standard Operating Procedure

**QA** Quality Assurance

**IPQA** In-process Quality Assurance

**QC** Quality Control

**Annexure -I**

| Date | Name of the Product | Batch No. | Batch size | Mfg. Date | Exp. Date |
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| Tested on | Tested by | Raw data sheet No. | Released on | Released by | A R No. | Remark |
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**Annexure -II**

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|---|---|---|---|
| Product | | A.R. No. | |
| Batch No. | | Samples On | |
| Mfg, \. Date | | Analyzed On | |
| Exp. Date | | Released On | |
| Batch Size | | Spec. No. | |

| Test | Specification | Observation |
|---|---|---|
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Remark: The sample compiles / does not comply as per IP/BP/USP and in-house specification.

Analysed by: _____ (Officer QC)

Date: _____

Approved by: _____ (Manager QA)

Date: _____

Checked by: _____

Date: _____