NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		
SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing I		nalytical and Weighing Balances.
SOP No.:	SOP/QA/062	<b>Effective Date:</b>	01/06/2025
Revision No.:	00	Issued Date:	19105/2025
Supersedes:	NA	Review Month:	May 2028
Page No.:	1 of 13		

#### 1. OBJECTIVE:

1.1 To provide guidelines for Cleaning, Operation and Calibration of Analytical balance and Weighing balance.

#### 2. SCOPE:

This procedure is applicable to the Analytical balance and Weighing balance located at NOVO EXCIPIENTS PVT. LTD. NAVI MUMBAI.

#### 3. RESPONSIBILITY:

#### 3.1 User Department:

- 3.1.1 To follow the SOP.
- 3.1.2 To maintain the record as suggested in SOP.

#### 3.2 User Department Manager/Designee:

3.2.1 To ensure the implementation of SOP.

#### 3.3 Maintenance Officer/Designee:

3.3.1 To rectify the Analytical and Weighing balance in case of an error or breakdown.

#### 3.4 QA Officer / Designee:

3.4.1 To verify the Daily Verification and Monthly calibration of Weighing Balances.

#### 3.5 QA Manager / Designee:

- 3.5.1 To Approve the SOP.
- 3.5.2 To ensure the compliance of SOP.

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NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT  SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP Title:			
SOP No.:	SOP/QA/062	Page No.:	2 of 13
Revision No.:	00		

#### 4. ABBREVIATIONS:

SOP	Standard operating Procedure
QA	Quality Assurance
PR	Production
WR	Warehouse
FD	Formulation and Development
QM	Microbiology
QC	Quality Control
Pvt.	Private
Ltd.	Limited
IPA	Isopropyl alcohol
g/gm	Gram
mg	Milligram
Kg	Kilogram
Max	Maximum
Min	Minimum
Wt.	Weight
OOC	Out of Calibration

#### 5. PROCEDURE:

#### 5.1 **Definition:**

5.1.1 **Calibration**: Calibration is the process of establishing the relationship between the values indicated by an instrument or system and the corresponding known values of a reference standard, ensuring accurate measurements.

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NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT  SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP Title:			
SOP No.:	SOP/QA/062	Page No.:	3 of 13
Revision No.:	00		

- 5.1.2 **Verification:** Verification is the process of confirming that a balance is functioning correctly and providing accurate measurements after calibration or over a period of usage. This involves checking the balance's performance against known weight standards at regular intervals.
- 5.1.3 **Eccentricity:** Deviation in the measurement value caused by eccentric loading in other words, the asymmetrical placement of the center of gravity of the load relative to the load receiver. Eccentricity usually is expressed as the largest magnitude of any of the deviations between an off-center reading and the center reading for a given test load.
- 5.1.4 **Repeatability:** Ability of a weighing instrument to display identical measurement values for repeated weighing's of the same objects under the same conditions. It is usually expressed as the standard deviation of multiple weighing's.
- 5.1.5 **Accuracy:** Accuracy of a balance is the closeness of the displayed weighing result to the **true value** of the weight placed on the balance. In other words, it's how correct the balance's reading is when you put a known standard weight on it.

#### 5.2 Precautions, Cleaning, Operations and Calibration of Weighing and Analytical Balance:

#### 5.2.1 Precaution:

- 5.2.1.1 Keep the balance always clean.
- 5.2.1.2 Do not leave anything on the weighing pan.
- 5.2.1.3 Keep the balance on the vibration free surface.
- 5.2.1.4 Do not exceed the maximum limit.
- 5.2.1.5 Check zero reading before starting the weighing.
- 5.2.1.6 Keep the balance away from exhaust fan or direct air.
- 5.2.1.7 Check spirit level wherever applicable.

#### 5.2.2 Cleaning:

5.2.2.1 Ensure balance is in 'OFF" condition before cleaning.

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SOP Title:			
SOP No.:	SOP/QA/062	Page No.:	4 of 13
Revision No.:	00		1

- 5.2.2.2 Open the shutter of the balance and remove pan which is inside the balance. (Applicable to those balances who have pan or shutter).
- 5.2.2.3 Remove dust and powder with the help of brush. If required use IPA -70% solution to clean and remove oily substances or any spot inside the balance.
- 5.2.2.4 Finally clean it with tissue paper, care to be taken for proper drying after use of IPA-70%.
- 5.2.2.5 Clean outside of balance & shutter with tissue paper wetted with 70% IPA then clean with dry tissue paper.
- 5.2.2.6 After cleaning close the shutter, switch on the main and press power button.
- 5.2.2.7 Frequency: Daily/Whenever necessary.

#### 5.2.3 Operation (Weighing Balance):

- 5.2.3.1 Ensure that the instrument is clean and dust free.
- 5.2.3.2 Ensure that the balance is calibrated.
- 5.2.3.3 Switch ON the mains. Then press the power button present on balance.
- 5.2.3.4 The balance will display zero reading.
- 5.2.3.5 Ensure spirit level (bubble position) is at the center and make adjustment if required. OR Rotate the level screw of the balance so that bubble position come to the center and rectify if necessary. (Use portable sprit level whenever required)
- 5.2.3.6 Place the material on weighing pan and record the reading.
- 5.2.3.7 Ensure that the balance is in standby mode; when not in use.

#### 5.2.4 Operation (Analytical Balance):

- 5.2.4.1 Ensure that the instrument is clean and dust free.
- 5.2.4.2 Ensure that the balance is calibrated.
- 5.2.4.3 Ensure that the analytical balance is leveled by checking the spirit level and make adjustments if required using the leveling screws.

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	5 of 13
Revision No.:	00		

- 5.2.4.4 Switch ON the mains and then press power button present on balance and allow it to stabilize for 30 minutes.
- 5.2.4.5 Press Tare key, and Balance will display zero reading.
- 5.2.4.6 Open the shutter and Place the material to be weighed on the pan.
- 5.2.4.7 Close the shutter and print out the weight displayed on balance screen.
- 5.2.4.8 On the weight print, immediately put details of product, test name, sign with date.
- 5.2.4.9 Open the shutter and remove the material from the pan after weighing.
- 5.2.4.10 Check that the display shows zero reading on the screen. If not press Tare key.
- 5.2.4.11 Ensure that when balance is not in use; then press power button present on balance and switch off the mains.

#### 5.2.5 Calibration:

#### 5.2.5.1 Daily calibration of Analytical Balance:

- 5.2.5.1.1 After equilibration of the instrument, turn on the balance by pressing power button.
- 5.2.5.1.2 Place the standard calibrated 100 g weight on the pan and press F key. (for Auto calibration)
- 5.2.5.1.3 After completion of auto calibration, open the shutter place 50 mg standard weight on the center of the pan, display the reading and take printout.
- 5.2.5.1.4 Remove the weight from the pan and close the shutter.
- 5.2.5.1.5 Repeat the steps from 5.2.5.1.3 to 5.2.5.1.4 for standard weights of 0.5000 g, 1.0 g, 10 g, 50 g and 100 g and note down the weights.
- 5.2.5.1.6 Acceptance criteria:  $\pm$  0.1 % of actual standard weight.
- 5.2.5.1.7 If calibration results are found to be **outside the acceptance** criteria then follow the procedure outlined in flowchart for

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	6 of 13
Revision No.:	00		-1

cleaning, operation and calibration of Analytical and Weighing balance. Refer Annexure No. A/SOP/QA/062/03.

- 5.2.5.1.8 Maintain the record in the format for Daily calibration of analytical balance. Format No. F/SOP/QA/062/01.
- 5.2.5.1.9 Frequency of calibration: Daily or prior to use

#### 5.2.5.2 Daily verification of Weighing Balance:

- 5.2.5.2.1 Operate the weighing balance as per point No.5.2.3
- 5.2.5.2.2 Place the standard calibrated weights on the center of the balance platform gently as specified in the format for daily verification of balance. Format No. F/SOP/QA/062/03, F/SOP/QA/062/05, F/SOP/QA/062/07, F/SOP/QA/062/08, F/SOP/QA/062/11, F/SOP/QA/062/13 & F/SOP/QA/062/15. The weights specified in the format should be kept in the ascending order.
- 5.2.5.2.3 For daily verification of 600 gm Weighing Balance in Production and Warehouse refer the Format No. F/SOP/QA/062/07 and for Quality control and F&D refer Format No. F/SOP/QA/062/08.
- 5.2.5.2.4 Record the displayed reading on balance and check the variation; it should be within the specified tolerance limit:  $\pm$  0.1 % of actual standard weight.
- 5.2.5.2.5 If the variation is within the specified tolerance limit then continue to use the balance.
- 5.2.5.2.6 Remove the standard weight and keep it in the weight box.

  Display shows Zero Reading.
- 5.2.5.2.7 If the variation is not within tolerance limit then label the balance as "Out of Calibration" as per Label No. (L/SOP/QA/062/02-00).

  Inform the User Department Head and Quality Assurance Head.

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	7 of 13
Revision No.:	00		

- 5.2.5.2.8 Inform Maintenance department or contract agency responsible for servicing and rectification.
- 5.2.5.2.9 Do not uses balance until the error is rectified. After rectification, recalibrate the balance before use.
- 5.2.5.2.10 Maintain the record in the format for Daily verification of weighing balance. Format No. F/SOP/QA/062/03, F/SOP/QA/062/05, F/SOP/QA/062/07, F/SOP/QA/062/09, F/SOP/QA/062/11, F/SOP/QA/062/13, F/SOP/QA/062/15
- 5.2.5.2.11 Frequency of daily verification: Daily or prior to use.

#### 5.2.6 Monthly Calibration of Balance:

#### 5.2.6.1 Accuracy:

- 5.2.6.1.1 Operate the weighing balance as per point No.5.2.3 & 5.2.4
- 5.2.6.1.2 Place the standard calibrated weights on the center of the balance platform gently specified in the format for monthly calibration of balance.
- 5.2.6.1.3 Record the value the balance shows.
- 5.2.6.1.4 Compare the displayed value to the **true value** of the standard weight.
- 5.2.6.1.5 The balance shall be accurate, meaning that the difference between the measured value and the known value of the weight used shall not exceed 0.10%.
- 5.2.6.1.6 Use following formula to calculate Accuracy Deviation

Accuracy Deviation (%): Displayed Value - True Weight
-----True Weight
X 100

5.2.6.1.7 The deviation should be within the specified tolerance limit  $\leq 0.10\%$  actual standard weight.

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	8 of 13
Revision No.:	00		1

5.2.6.1.8 Remove the standard weight and keep it in the box. Display shows Zero reading.

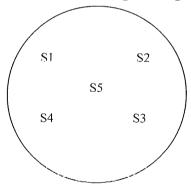
#### 5.2.6.2 Full Range Calibration Test:

- 5.2.6.2.1 Place the standard calibrated weights on the center of the balance platform gently specified in the format for monthly calibration of balance. The weights specified in the format should be kept in the ascending order.
- 5.2.6.2.2 Record the displayed reading on balance and check the variation; it should be within the specified tolerance limit:  $\pm$  0.1 % of actual standard weight.
- 5.2.6.2.3 Remove the standard weight and keep it in the box. Display shows Zero reading.

#### 5.2.6.3 Corner Load Test (Eccentricity):

5.2.6.3.1 Place the standard calibrated weights as per balance capacity(Refer format for monthly calibration) at different location of pan.(Refer below diagram)

#### Eg: Round Pan for 230 gm, 300 gm, 320 gm & 600 gm:



#### For 6.000 Kg, 50.000 Kg & 100.000 Kg:

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.			
SOP No.:	SOP/QA/062			
Revision No.:	00			

S1		S2
	S5	
S4		S3

- 5.2.6.3.2 Record the displayed reading on balance and calculate the average weight; it should be within the specified tolerance limit:  $\pm$  0.1 % of actual standard weight.
- 5.2.6.3.3 Note: Standard calibrated weights should be used as per balance capacity usually should be 30% of the capacity of the balance or higher.

#### 5.2.6.4 Measurement Repeatability Test:

- 5.2.6.4.1 Place the standard weights on balance for repeatability test as per balance capacity. (Refer Format for monthly calibration)
- 5.2.6.4.2 Take 9 more observations.
- 5.2.6.4.3 Calculate the standard deviation for 10 weights.
- 5.2.6.4.4 Acceptance criteria: Standard Deviation should not be more than 0.10%
- 5.2.6.4.5 Based on the observed reading, standard deviation to be calculated as per given formula,

Where, Standard Deviation is

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	10 of 13
Revision No.:	00		

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

Where,

s = standard deviation

 $x_i$  = each weight reading (corner positions)

 $\overline{x}$  = mean (average) of the readings

n= number of positions or readings

 $\sum$  = sum of squared differences from the mean

5.2.6.4.6 Frequency of calibration: Monthly

Tolerance: on or before 3 working days of due date.

- 5.2.6.5 Record the observation of Accuracy, Full range calibration, Corner load test and measurement repeatability test in respective balance monthly calibration Format No. F/SOP/QA/062/02, F/SOP/QA/062/04, F/SOP/QA/062/06, F/SOP/QA/062/09, F/SOP/QA/062/10, F/SOP/QA/062/12, F/SOP/QA/062/14 & F/SOP/QA/062/16.
- 5.2.6.6 For Monthly calibration of 600 gm Weighing Balance in Production and Warehouse refer the Format No. F/SOP/QA/062/09 and for Quality control and F&D refer Format No. F/SOP/QA/062/10.

#### 5.2.6.7 Weighing Range of Balances:

Weighing shall be performed using a balance that is calibrated over the operating range. A minimum accuracy of 0.10% for important measurements is now dictated. To weigh 10 mg sample, you have to use  $10 \times 0.1\% = 0.01$  mg least count balance. It shows that if you have a balance with least count 0.01 mg, you can weigh minimum 10 mg sample on it. Other weights can be calculated accordingly.

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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.		
SOP No.:	SOP/QA/062	Page No.:	11 of 13
Revision No.:	00		

5.2.7 Standard weights used for the verification and calibration of analytical and weighing balances shall be maintained in the Annexure for list of standard weight boxes as per Annexure No. (A/SOP/QA/062/02).

#### 5.2.8 Note:

- 5.2.8.1 During Daily and Monthly calibration if variation observed out of tolerance limit, immediately inform to User Department Head, QA Head & Maintenance department & labeled as "Out of Calibration" as per Label No. (L/SOP/QA/062/02).
- 5.2.8.2 Recalibration should be done after rectification, unwanted shutdown or after maintenance work.
- 5.2.8.3 If calibration is not performed within tolerance limit due to holidays it can be performed on immediate working day before use.
- 5.2.8.4 Frequency of balance calibration from external agency: Yearly.

  Tolerance criteria is "on or before 20 days of due date".

#### 6. LIST OF ATTACHMENTS:

Sr. No.	Title	Attachment No.
1	List of Analytical and Weighing Balances	A/SOP/QA/062/01-00
2	List of Standard Weight Boxes	A/SOP/QA/062/02-00
3	Flow chart for Cleaning ,Operation and Calibration of Analytical and Weighing Balance	A/SOP/QA/062/03-00
4	Daily calibration of Analytical Balance (230g)	F/SOP/QA/062/01-00
5	Monthly Calibration of Analytical Balance (230g)	F/SOP/QA/062/02-00
6	Daily Verification of Weighing Balance (300g)	F/SOP/QA/062/03-00
7	Monthly Calibration of Weighing Balance (300g)	F/SOP/QA/062/04-00
8	Daily Verification of Balance (320g)	F/SOP/QA/062/05-00
9	Monthly Calibration of Balance (320g)	F/SOP/QA/062/06-00

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SOP Title:					
SOP No.:	SOP/QA/062				
Revision No.:	00	1			

Sr. No.	Title	Attachment No.
10	Daily Verification of Weighing Balance (600 g)	F/SOP/QA/062/07-00
11	Daily Verification of Weighing Balance (600 g)	F/SOP/QA/062/08-00
12	Monthly Calibration of Weighing Balance (600 g)	F/SOP/QA/062/09-00
13	Monthly Calibration of Weighing Balance (600 g)	F/SOP/QA/062/10-00
14	Daily Verification of Weighing Balance (6.000 Kg)	F/SOP/QA/062/11-00
15	Monthly Calibration of Weighing Balance (6.000 Kg)	F/SOP/QA/062/12-00
16	Daily Verification of Weighing Balance (50.000 Kg)	F/SOP/QA/062/13-00
17	Monthly Calibration of Weighing Balance (50.00Kg)	F/SOP/QA/062/14-00
18	Daily Verification of Weighing Balance (100.000 Kg)	F/SOP/QA/062/15-00
19	Monthly Calibration of Weighing Balance (100.000 Kg)	F/SOP/QA/062/16-00
20	Calibration Status Label	L/SOP/QA/062/01-00
21	Label For Out of Calibration	L/SOP/QA/062/02-00

#### 7. DISTRIBUTION LIST:

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Controlled Copy No.4	Quality Control-Microbiology Department
Controlled Copy No.5	Formulation & Development Department
Controlled Copy No.6	Warehouse Department
Controlled Copy No.7	Maintenance Department
Controlled Copy No.8 to 24	Display Copy (Production Department)
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SOP Title:	SOP for Cleaning, Operation and Calibration of Analytical and Weighing Balances.				
SOP No.:	SOP/QA/062				
Revision No.:	00	1			

Copy No.	Copy Distributed to Department
Controlled Copy No.28 to 33	Display Copy (Formulation & Development Department)
Controlled Copy No.34 to 39	Display Copy (Warehouse Department)

#### 8. REVISION HISTORY:

Sr.	Version	Effective	Revision Description	Change
No.	No.	Date		Control No.
01	00	01/06/2025	New SOP prepared.	CC/QA/25/001

#### 9. REFERENCES:

9.1 User Manual.

9.2 USP Chapter <41> and <1251>

9.3 SOP on SOP: SOP/QA/001

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Annexure Title:	List of Analytical and Weighing Balances				
Annexure No.:	A/SOP/QA/062/01-00	Page No.:	1 of 5		
Ref SOP No.	SOP/QA/062	1			

Revision No.	00	Effective Date:	
Supersedes No.	NA	·	

Ana	alytical Bala	ances:						
Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
01	QC-002 (230 g)	230g	Contech	Quality Control	Instrument Room	CAS- 234	1803093	0.0001 g
02	FD-001 (230 g)	230g	Contech	Formulation Development	Novomix F&D II	CAS- 234	1803094	0.0001 g
Wei	ghing Bala	nces:				1	.1	
Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
01	QC-010 (600 g)	600g	Contech	Quality Control	Wet Chemistry Lab	CB-600	1100726	0.01g
02	QC-034 (320 g)	320 gm	Contech	Quality Control	Wet Chemistry Lab	CAH- 323	3204138	0.001g
03	WR-001 (600 g)	Max. Wt. 500.0 g, Min Wt. 0.5 g	Contech	Warehouse	Sampling Booth For Powder	CBB- 600	1803110	0.01g

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Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

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### NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

**Annexure Title:** List of Analytical and Weighing Balances

Annexure No.: A/SOP/QA/062/01-00 Page No.: 2 of 5

Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
04	WR-002 (600gm)	Max.Wt.50 0.00 g, Min Wt.0.5 g	Contech	Warehouse	Dispensing Booth for Powder	CBB- 600	1803116	0.01g
05	WR-003 (600gm)	Max.Wt.50 0.00 g, Min Wt.0.5 g	Contech	Warehouse	Sampling and Dispensing Booth for Liquid	CBB- 600	1803117	0.01g
06	WR-004 (50 kg)	Max. Wt. 30.000 Kg, Min Wt. 0.250 Kg.	Contech	Warehouse	Sampling and Dispensing Booth for Liquid.	CP-50 K5	1804511	5 g
07	WR-005 (100 kg)	Max. Wt. 60.0 Kg, Min Wt. 0.500 Kg	Contech	Warehouse	Dispensing Booth for Powder	CP- 100K10	1803169	10 g
08	WR-006 (100 kg)	Max. Wt. 60.0 Kg, Min Wt. 0.500 Kg	Contech	Warehouse	RM/PM Receiving Area	CP- 100K10	1300165	10 g
09	QM-012 (600gm)	Max.Wt.60 0g, Min Wt.0.2g	Contech	Quality Control Microbiology	Media Preparation Room	CBB- 600	1804321	0.01g
10	QM-014 (300gm)	Max.Wt.30 0g, Min Wt.0.2g	Contech	Quality Control Microbiology	Testing Room	CBB- 300	1804322	0.01g
11	FD-002 (600 g)	Max.Wt.60 0 g , Min Wt.0.2 g	Contech	Formulation Development	Novopower F&D I	CB-600	1300053	0.01g

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			19/05/00

## NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

**Annexure Title:** List of Analytical and Weighing Balances

Annexure No.: A/SOP/QA/062/01-00 Page No.: 3 of 5

Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
12	FD-003 (600 g)	Max.Wt.60 0 g , Min Wt.0.2 g	Contech	Formulation Development	Novomix F&D II	CB-600	1300054	0.01g
13	FD-004 (600 g)	Max.Wt.60 0 gm , Min Wt.0.2 gm	Contech	Formulation Development	NPD F&D III	CB-600	1300052	0.01g
14	FD-005 (6 kg)	Max.Wt.6 kgs , Min Wt. 2 g	Contech	Formulation Development	Novopower F&D I	CB-6001	1300024	0.100g
15	·FD-006 (6 kg)	Max.Wt.6 kgs , Min Wt.2 g	Contech	Formulation Development	Novomix F&D II	CB-6001	1300027	0.100g
16	PR-001 (600 g)	Max. Wt. 500 gm , Min Wt.0.100 g	Contech	Production	MFG-01	CBB- 600	1803111	0.010 g
17	PR-002 (600 g)	Max. Wt. 500 gm , Min Wt.0.100 g	Contech	Production	MFG-02	CBB- 600	1803112	0.010 g
18	PR-003 (600 g)	Max. Wt. 500 gm , Min Wt.0.100 g	Contech	Production	MFG-03	CBB- 600	1803113	0.010 g
19	PR-004 (600 g)	Max. Wt. 500 gm , Min Wt.0.100 g	Contech	Production	MFG-04	CBB- 600	1803114	0.010 g
20	PR-005 (600 g)	Max. Wt. 500 gm , Min Wt.0.100 g	Contech	Production	IPQC room	CBB- 600	1803115	0.010 g

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Jan John	0150125125	TO SIC VOY

#### NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

List of Analytical and Weighing Balances
A/SOP/QA/062/01-00 Page N **Annexure Title:** 

Page No.: 4 of 5 Annexure No.:

Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
21	PR-006 (6 kg)	Max. Wt. 5000.0 gm ,Min Wt. 10.0 g	Contech	Production	MFG-01	CTM- 6001	1300025	0.100 g
22	PR-007 (6 kg)	Max. Wt. 5000.0 gm ,Min Wt. 10.0 g	Contech	Production	MFG-02	CTM- 6001	1300026	0.100 g
23	PR-008 (6 kg)	Max. Wt. 5000.0 gm ,Min Wt. 10.0 g	Contech	Production	MFG-03	CTM- 6001	1802998	0.100 g
24	PR-009 (6 kg)	Max. Wt. 5000.0 gm ,Min Wt. 10.0 g	Contech	Production	MFG-04	CTM- 6001	1802999	0.100 g
25	PR-010 (6 kg)	Max. Wt. 5000.0 gm ,Min Wt. 10.0 g	Contech	Production	MFG-05	CTM- 6001	1803000	0.100 g
26	PR-011 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	MFG-01	CP- 50K5	1804514	5.00 g
27	PR-012 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	MFG-02	CP- 50K5	1804515	5.00 g
28	PR-013 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	MFG-03	CP- 50K5	1804509	5.00 g

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# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

Annexure Title: List of Analytical and Weighing Balances

Annexure No.: A/SOP/QA/062/01-00 Page No.: 5 of 5

Sr. No.	Balance ID No.	Capacity	Make	Department	Location	Model No.:	Sr. No. of Balance	Least Count
29	PR-014 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	MFG-04	CP- 50K5	1804512	5.00 g
30	PR-015 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	MFG-05	CP- 50K5	1804513	5.00 g
31	PR-016 (50 kg)	Max. Wt. 30.000 kg ,Min Wt. 0.250 kg	Contech	Production	Intermediate mfg.	CP- 50K5	1804510	5.00 g
32	PR-017 (100 kg)	Max. Wt. 60.000 kg ,Min Wt. 0.500 kg	Contech	Production	Secondary Packing	CP- 100K 10	1300020	10.00 g

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	fyal 1410s125	05 artecu 15105/25	10) 20
			19/01/0



# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT Annexure Title: List of standard Weight boxes Annexure No.: A/SOP/QA/062/02-00 Page No.: 1 of 1 Ref SOP No. SOP/QA/062

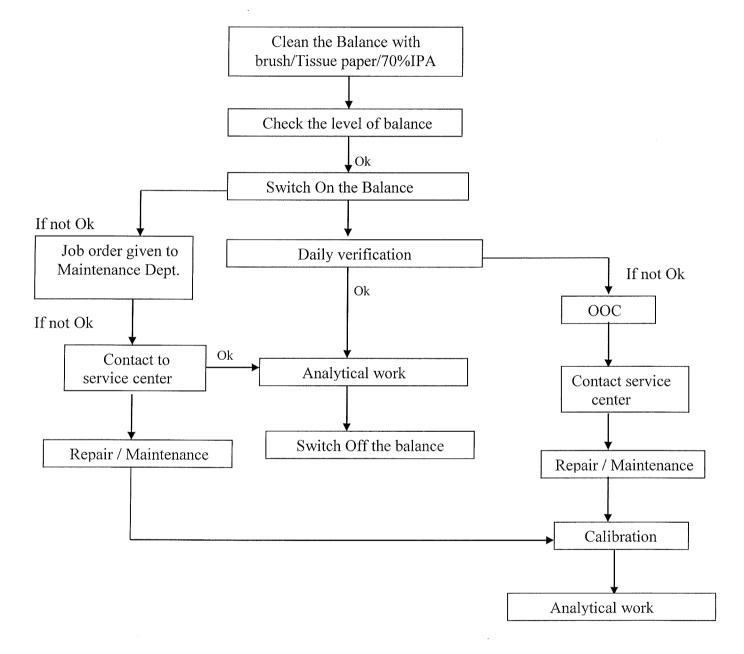
Revision No.	00	Effective Date:	
Supersedes No.	NA		-

Sr. No.	Weight Box ID No.	Department	Weight Box	Serial No.	Quantity in Numbers

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Translas	D. Barcol 15105125	100 figloris
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT								
Annexure Title:	Flow chart for Cleaning ,Operation and Calibration of Analytical and								
	Weighing Balance								
Annexure No.:	A/SOP/QA/062/03-00	Page No.:	1 of 1						
Ref. SOP No.:	SOP/QA/062								



	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	me yoshs	Descrital 15/05/25	78 Sit glostor
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

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Format Title:	Daily calibration of Analytical Balance (230g)		
Format No.:	F/SOP/QA/062/01-00 Page No.:	No.: 1 of 3	33
Ref. SOP No.:	SOP/QA/062		

ID No.:	Capacity:Max.Wt.230 gm	Sr. No.:	Least Count :0.0001g
Make: CONTECH	Model No. CAS-234	Location:	Weight Box ID No.:

		Date				
		Cleaning	DIALUS			
Spirit Level	,		Actual Weight	Acceptance Criteria		
		0.5000g				
St	± 0.10 % of	1.0000g 10.0000g				
Standard weight	Actual Standa	1.0000g 10.0000g 50.0000g				
<b>t</b>	ard weight	g00000.05				
		100.0000g				
		Remark				
		Done	by/On			
		Checked	By/On			

	Department	Designation	Sign/Date	Name	
	Quality Assurance	Officer	Sherry Alloston	Ms. Kusum Gadhave	PREPARED BY
	Quality Assurance	Sr. Executive	Chowlean 1510strs	Mr. Rahul Bankar	REVIEWED BY
THE PROPERTY OF THE PROPERTY O	Quality Assurance	Manager	The straighous	Mr. Manish Mahajan	APPROVED BY

Sign/Date						The state of the s							Date
Date			 		The state of the s	THE PARTY OF THE P	***************************************						Cleaning Status
The ful polar	PREP	MANAL											Spirit Level
5	ARED BY											0.5000g	
											To the state of th	1.0000g	
Q502000	REVIE											10.0000g	09
315	REVIEWED BY											50.0000g	ht
`												100.0000g	
(B)	APPR												Remark C/NC
100	APPROVED BY								TOTAL CALL TO THE PARTY OF THE				Done by/On
B. S. Colustons			 7.000	110A WAY									Checked By/On

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NOVO EXCIPIENTS  PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBA QUALITY ASSURANCE DEPARTMENT	Issued By/ On:
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Format No.:	F/SOP/QA/062/01-00 Page N	o.: Page 3 of 3
Format No.:	QUALITY ASSURANCE DEPARTMI nalytical Balance (230g)	

Sign/Date	
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Offensial 15705165	REVIEWED BY
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Format No.:	F/SOP/QA/062/02-00 P	age No.:	1 of 4
Ref. SOP No.:	SOP/QA/062		

ID No.:	Capacity:Max.Wt.230 gm
Make: CONTECH	Model No.:
Sr. No.:	Least Count :0.0001g
Location:	Weight Box ID No.:
Date of calibration:	Next calibration due date :

#### 1) Accuracy:

	Displayed Value - True Weight	
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

#### 2) Full Range Calibration:

Standard weights	Observed Weight	Acceptance Criteria
200 g		199.8 – 200.2 g
100 g		99.9 – 100.1 g
50 g		49.95 – 50.05 g
20 g		19.98 – 20.02 g
10 g		9.99 – 10.01 g

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	May 125	P.Barker 15/05/25	John John Company
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

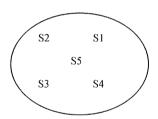
NOVO EXCIPIENTS PVT. LTD.	NOVO EXCIPIENTS PVT.	,	Issued By/ On:	
Format Title :	Monthly Calibration of Analytic	cal Balance (230g)		
Format No.:	F/SOP/OA/062/02-00	Page No.:	2 of 4	

Standard weights	Observed Weight	Acceptance Criteria
1 g		0.999 – 1.001 g
500 mg		499.5 – 500.5 mg
100mg		99.9 – 100.1 mg
50 mg		49.95 – 50.05 mg
20 mg		19.98 – 20.02 mg
10 mg		9.99 - 10.01mg

Done By/On :	Checked By/On:	

#### 3) Corner Load Test:

Eg: Round Pan



Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			± 0.1%
S4			
S5			

Done By/On :	Checked By/On:
--------------	----------------

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Jyanostas	Organical_ 15105125	78 94 T 100 1 WW



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/ On:	
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Format No.:	F/SOP/QA/062/02-00 P	Page No.:	3 of 4	

#### 4) Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05	100	
06	100 g	
07		
08		
09		
10		
	Standard deviation	1

#### **Standard Deviation(S):**

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Y jalostros	Preporteel 15105125	70 Pat Jalosto



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAV QUALITY ASSURANCE DEPAR	Issued By/ On:		
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Format No.:	F/SOP/QA/062/02-00 P	age No.:	4 of 4	

Standard deviation X 2
Repeatability = ----- X 100
Actual Weight

X 2
Repeatability = ----- X 100

Repeatability =

Acceptance Criteria: Repeatability: Not more than 0.10%

**Remark:** The calibration of Analytical Balance Complies / Does not comply with the acceptance criteria.

Done By/On:

Checked By/On:

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Wed works	0.500cal_ 15105125	To Sy C

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Format No.:	F/SOP/QA/062/03-00	Page No.:	1 of 2
Ref SOP No ·	SOP/OA/062		

ID No.:	Capacity:Max.Wt.300g, Min Wt.0.2g	
Make/Model No.: CONTECH/	Least Count:	
Sr. No.:	Location:	
Weight Box ID No.:	Calibration of weight box valid up to:	

			Sta		Standard weight			
			1 g	100 g	200 g			
Date	Date Cleaning	Spirit		Acceptance Criteria		Remark	Done	Checked
Date	Status	Level	±0.1%	of Standard	weight	C/NC	by	By
			0.99 to	99.90 to	199.80 to			
	\		1.01	100.10	200.20			
			***************************************					
					~			
						:		

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Viertylospis	OBONCON 15105125	70 2/19 cs/V
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



## NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY CONTROL DEPARTMENT

Issued By/ On:

Format Title:

Daily Verification of Weighing Balance (300g)

Format No.:

F/SOP/QA/062/03-00

Page No.:

Page 2 of 2

			Standard weight					
			1 g	100 g	200 g	Remark	Remark D	
Date	Date Cleaning	Spirit	Acc	eptance Cri	iteria	C/NC	Done	Checked
Dute	Status	Level	±0.1%	of Standard	weight	CINC	by	By
			0.99 to	99.90 to	199.80 to			
			1.01	100.10	200.20			
	•							
							****	
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Sign/Date	180h 10125	15105h	708 St. Colorons

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Format No.:	F/SOP/QA/062/04-00	Page No.:	1 of 4
Ref. SOP No.:	SOP/QA/062	The state of the s	

/Balance ID No.:		Capacity:	Max.Wt.300g, Min Wt.0.2g
Make:	CONTECH	Model No.	
Sr. No.:		Least Count:	

Weight Box ID No.:	Calibration of Weight Box valid up to:	
Date of Calibration	Next Due Date :	
Location		

#### 1. Accuracy:

	Displayed value - True weight	
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	July 105/25	Provicas 15/05/25	AS Figlary
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

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Format No ·	E/SOP/OA/062/04-00	Page No :	2 of 4	

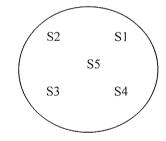
#### 2. FULL RANGE CALIBRATION OF WEIGHING BALANCE:

Standard	Observed	Remark	Acceptance Criteria	D D /0
weights	Weight	C/NC	±0.1% of Standard weight	Done By/On
1g			0.99 – 1.01 g	
5g			4.99 – 5. 01 g	
10g			9.99 – 10.01 g	
50g			49.95 – 50.05 g	
100g			99.90– 100.10 g	
200g			199.80 – 200.20 g	

Note: C- Complies, NC- Not Complies

#### 3. ECCENTRICITY CHECKS OF WEIGHING BALANCE:

Eg: Round Pan



Location	Min Wt. (1g)	Average Weight	Remark C/NC	Max Wt. (200g)	Average Weight	Remark C/NC	Acceptance Criteria
S1							
S2							
S3							. 0.107
S4							± 0.1%
S5							
Done By/C	 )n:		<u></u>				

Note: C- Complies, NC- Not Complies

	PREPARED BY	REVIEWED BY	APPROVED BY	
Sign/Date	Hornors	045 outen 15105/25	Faloto	N5



NOVO EXCIPIENTS PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/ On:	
Format Title :	Monthly Calibration of Weighing Balance (300g)			
Format No.:	F/SOP/QA/062/04-00	Page No.:	3 of 4	

#### 4. MEASUREMENT OF REPEATABILITY:

Sr. No.	Standard Weight	Displayed Weight
1		
2		
3		
4	100 g	
5		
6		
7		
8		
9		·
10		
	Standard deviation	

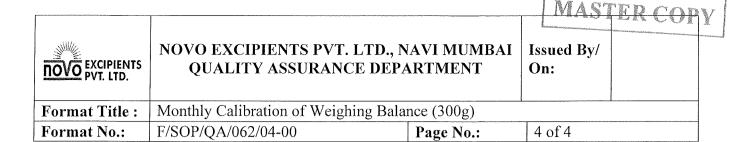
**Standard Deviation(S):** 

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

Standard deviation X 2
Repeatability = ----- X 100

Actual Weight

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	1/0h/05/25	Disputeal 15105125	70 97
			19101



	X 2
Repeatability =	X 100
Repeatability =	

Acceptance Criteria: Repeatability: Not more than 0.10%

**Remark:** The calibration of Analytical Balance Complies / Does not comply with the acceptance criteria.

	Done By/On	Checked By/On
Sign/Date		

·	PREPARED BY	REVIEWED BY	APPROVED BY	
Sign/Date	The hosps	OBarkal 15/05/25	FD II	5
			(3(0))	

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# NOVO EXCIPIENTS PYT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT Issued By/On: No. of Copies:

Daily Verification of Balance (320g)			
F/SOP/QA/062/05-00	Page No.:	1 of 3	
SOP/QA/062			

ID No.:

Capacity: Max. Wt. 320 gm

Sr. No.:

Least Count:

Ref. SOP No.:

Format Title: Format No.:

NOVO EXCIPIENTS
PVT. LTD.

					Date			Make: CONTECH
				Diatus	Cleaning Status	<b>!</b>		CH
		Criteria	Acceptance	Actual Weight		,	Spirit Level	Model No.
					1.000 g			
					50.000 g	$\pm$ 0.10 % of Actual Standard	Standa	
					100.000 g	ıal Standard weight	Standard weight	Location:
					200.000 g	ght		
		-	Weigl					
				by/On	Done			Weight Box ID No.:
				By/On	Checked			

Department	Designation	Sign/Date	Name	
Quality Assurance	Officer	Jes 103 mis	Ms. Kusum Gadhaye	PREPARED BY
Quality Assurance	Sr. Executive	(1) Joy 100 117	Mr. Rahul Bankar	REVIEWED BY
Quality Assurance	Manager	THE SECTION OF THE SE	Mr. Manish Mahajan	APPROVED BY

NOVO EXCIPIENTS  PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT	Issued By/ On:	·
Format Title: Daily Verifica	Daily Verification of Balance (320g)		
Format No.: F/SOP/QA/062/05-00	2/05-00 Page No.:	Page 2 of 3	

Sign/Date										Date
										Cleaning Status
Sulcolal Jak	PREPA					. ,				Spirit Level
5	RED BY								$1.000~\mathrm{g}$	
									50.000 g	Standa
Colorbal 15101/05	REVIEWED BY					=			100.000 g	Standard weight
107	ED BY								200.000 g	
					The second secon					Remark C/NC
The state of the s	APPROVED BY									Done by/On
al street	ВУ									Checked By/On



								Date
								Cleaning Status
	1 1							Spirit Level
							1.000 g	
							50.000 g	Standa
							100.000 g	Standard weight
							200.000 g	
								Remark C/NC
		THE COLUMN TWO PARTY.						Done by/On
								Checked By/On

Sign/Date	
Media	PREPARED BY
Contactor 1510/W	REVIEWED BY
Evertollolit (2)	APPROVED BY

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HOVO PVT. LTD.	QUALITY ASSURANCE	DEPARTMENT	No. of Copies:	
Format Title:	Monthly Calibration of Balance	(320g)		
Format No.:	F/SOP/QA/062/06-00	Page No.:	1 of 4	
Ref. SOP No.:	SOP/QA/062	•		

ID No.		Capacity	Max. Wt. 320 g
Make	CONTECH	Least Count	
Model No.		Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

## 1. Accuracy:

	Displayed value - True weig	Πŧ
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

Done By/On:	Checked By/On:
-------------	----------------

# 2. Full Range Calibration:

Standard weights	Observed Weight	Acceptance Criteria
200 g		199.8 – 200.2 g
100 g		99.9 – 100.1 g

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	her wosh's	Opportal 15/05/25	TO Sylvion
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



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<u>noVo</u>	EXCIPIENTS PVT. LTD.	

# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

Issued By/ On:

Format Title:

Monthly Calibration of Balance (320g)

Format No.:

F/SOP/QA/062/06-00

Page No.:

2 of 4

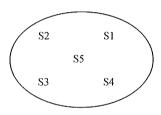
Standard weights	Observed Weight	Acceptance Criteria
50 g		49.95 – 50.05 g
20 g		19.98 – 20.02 g
10 g		9.99 – 10.01 g
1 g		0.999 – 1.001 g

Done	By/On:
T) OIL	Dy / OH.

Checked By/On:

#### 3. Corner Load Test:

Eg: Round Pan



Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			$\pm~0.1\%$
S4		_	
S5	<u> </u>		

Done By/On:	Checked By/On:	

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	Methosh 5	



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Format Title:	Monthly Calibration of Balance (320g)			
Format No.:	F/SOP/QA/062/06-00 P	age No.:	3 of 4	

#### 4. Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05	100 g	
06		
07		
08		
09		
10		
	Standard deviation	1

## Standard Deviation(S):

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

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Format No.:	F/SOP/QA/062/06-00	Page No.:	4 of 4	

Repeatability = X  Actual Weight				
Repeatability =	X 2 X 100			
Repeatability =				

Acceptance Criteria: Not more than 0.10%

**Remark:** The calibration of weighing balances Complies / Does not comply with the acceptance criteria.

Done By/On: Checked By/On:

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NOVO EXCIPIENTS PVT. LTD.	1	OVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		
Format Title :	Daily Verification of Weighing Balance (	(600 g)	Copies:	
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Ref. SOP No.:	SOP/QA/062			

Month/Year		Weight Box ID No.:	Location:
ID No.:	Capacity(a): 600 g	<b>Min. Wt.:</b> 0.100 g	<b>Max. Wt. :</b> 500.000 g
Make: CONTECH	Model No. :	Sr. No.:	Least Count(e):

		Spirit Level	S	Standard weig	ght				
Date	Cleaning	+	± 0.10 % of Actual Standard weight		Remark	Done	Checked	Verified	
Date	status	Actual Weight	0.100g	300.000g	500.000g	C/NC	by/On	By/On	By QA
		Acceptance	0.099 to	299.700 to	499.500 to				
		Criteria	0.101g	300.300g	500.500g				
							***************************************		
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	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Weet yoshs	Defarcar 15/05/25	199 St. Faluston
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NA QUALITY ASSURANCE DEPAI		Issued By	
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Format No.:	F/SOP/OA/062/07-00	Page No.:	Page 2 of 2	

Cleaning status			Spirit Level	S	tandard weig	ht				
Actual   0.100g   300.000g   500.000g	Date		<b>\</b>	± 0.10 % o	f Actual Stan	dard weight				
Acceptance 0.099 299.700 To 499.500 To		status	Weight	0.100g	300.000g	500.000g	by/On	Dy/On	by QA	
			Acceptance		299.700 To 300.300g	499.500 To 500.500g				
	decreases and the second secon		-1				 			
								***************************************		

	PREPARED BY	REVIEWED BY	APPROVED BY
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Format No.:	F/SOP/QA/062/08-00	2/08-00 Page No.:				
Ref SOP No ·	SOP/OA/062					

Month/Year		Weight Box ID No.:	Location:
ID No.:	Capacity(a): 600 g	<b>Min. Wt.:</b> 0.100 g	<b>Max. Wt. :</b> 500.000 g
Make: CONTECH	Model No. :	Sr. No.:	Least Count(e):

		Spirit Level	St	tandard weig	ght			
TD .	Cleaning	Level	± 0.10 % c	of Actual Stan	dard weight	Remark	Done	Checked
Date	Status	Actual Weight	0.100g	300.000g	500.000g	C/NC	by/On	By/On
		Acceptance Criteria	0.099 to 0.101g	299.700 to 300.300g	499.500 to 500.500g			
		Cittona						
		V = 0.000						
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	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	MailyTostas	050 Cal 15105125	75 7 19 10 Thous
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS

# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

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Daily Verification of Weighing Balance (600 g)

Format No.:

F/SOP/QA/062/08-00

Page No.:

Page 2 of 2

		Spirit Level	S	tandard weig	şht			
Date	Cleaning Status	+	± 0.10 % o	f Actual Stan	dard weight	Remark C/NC	Done by/On	Checked By/On
	Status	Actual	0.100g	300.000g	500.000g		by/On	Dy/On
		Weight						
		Acceptance Criteria	0.099 to 0.101g	299.700 to 300.300g	499.500 to 500.500g			
		Citicita	0.101g	300.300g	300.300g			
				**************************************				
			***************************************					
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Format No.:	F/SOP/QA/062/09-00	Page No.:	1 of 4
Ref. SOP No.:	SOP/OA/062		

Month/Year		Capacity(a)	600 g
ID No.		Min. Wt.:	Max. Wt.:
Make	CONTECH	Least Count(e)	0.010 g
Model No.	CBB-600	Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

	Displayed Value - True Weight	
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

Done By/On: Check	xed By/On:	Verified By(QA):
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	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Waluto 125	Phatear 15/05/25	10 Sit
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/ On:	
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Format No.:	F/SOP/QA/062/09-00	Page No.:	2 of 4	

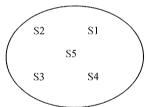
## 2) Full Range Calibration Test:

Standard weights		Observed Weight	Acceptance Criteria (± 0.10 %)	
Minimum Weight (In house)	0.100 g		0.099 – 0.101 g	
Middle 1 Weight (5% of a)	30.000 g		29.970 – 30. 030 g	
Middle 2 Weight (20% of a)	120.000 g		119.880 – 120.120 g	
Middle 3 Weight (40% of a)	240.000 g		239.760 – 240.240 g	
Middle 4 Weight (60% of a)	360.000 g		359.640 – 360.360 g	
Maximum Weight (In house)	500.000 g		499.500 – 500.500 g	

Done By/On: Checked By/On: Verified By(QA):	
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## 3) Corner Load Test:

Eg: Round Pan



Location	Standard Wt.	Average Weight	Acceptance Criteria	
S1				
S2				
S3			± 0.1%	
S4				
S5				

Done By/On :	Checked By/On:	Verified By(QA):
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NOVO EXCIPIENTS PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/ On:	
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Format No.:	F/SOP/QA/062/09-00	Page No.:	3 of 4	

## 4) Measurement of Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05	100	
06	100 g	·
07		
08		
09		
10		
	Standard deviation	n

**Standard Deviation(S):** 

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY
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Format No.:	F/SOP/QA/062/09-00	Page No.:	4 of 4	

Donastahility -	Standard deviation X 2
Repeataointy –	Actual Weight
Repeatability =	X 2
Repeatability =	

Acceptance Criteria: Not more than 0.10%

Remark: The calibration of weighing balances Complies / Does not comply with the acceptance

criteria.

Done By/On: Checked By/On: Verified By(QA):
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	PREPARED BY	REVIEWED BY	APPROVED BY
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Format Title :	Monthly Calibration of Weighing Balance (600 g)			
Format No.:	F/SOP/QA/062/10-00	Page No.:	1 of 4	
Dof SOD No.	SOD/O 4 /062			

Month/Year		Capacity(a)	600 g
ID No.		Min. Wt.:	Max. Wt.:
Make	CONTECH	Least Count(e)	0.010 g
Model No.	CBB-600	Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

1.	Accuracy:

	Displayed Value - True Weigh	ht
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

Done By/On:	Checked By/On:

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Haylorns	Obalan Islorius	100 gr
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS

# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

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Format Title:

Monthly Calibration of Weighing Balance (600 g)

Format No.:

F/SOP/QA/062/10-00

Page No.:

2 of 4

2. Full Range Calibration Test:

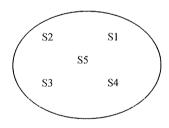
Standard weights		Observed Weight	Acceptance Criteria (± 0.10 %)	
Minimum Weight (In house)	0.100 g		0.099 – 0.101 g	
Middle 1 Weight (5% of a)	30.000 g		29.970 – 30. 030 g	
Middle 2 Weight (20% of a)	120.000 g		119.880 – 120.120 g	
Middle 3 Weight (40% of a)	240.000 g		239.760 – 240.240 g	
Middle 4 Weight (60% of a)	360.000 g		359.640 – 360.360 g	
Maximum Weight (In house)	500.000 g		499.500 – 500.500 g	

Done By/On:

Checked By/On:

#### 3. Corner Load Test:

Eg: Round Pan



Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			$\pm$ 0.1%
S4			
S5			

Done By/On :	Checked By/On:

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Trons	Osbartan_ 15105125	Figlestons



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Format Title:	Monthly Calibration of Weighing Balance (600	0 g)		
Format No.:	F/SOP/QA/062/10-00 I	Page No.:	3 of 4	

## 4. Measurement Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05		
06	100 g	
07		
08		
09		
10		
	Standard deviation	1

#### **Standard Deviation(S):**

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY
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# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

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Monthly Calibration of Weighing Balance (600 g)

Format No.:

F/SOP/QA/062/10-00

Page No.:

4 of 4

Danastahility —	Standard deviation X 2	v	100
Repeatability –	Actual Weight		100
Repeatability =	X 2	X	100
Repeatability =			

Acceptance Criteria: Not more than 0.10%

**Remark:** The calibration of weighing balances Complies / Does not comply with the acceptance criteria.

Done By/On:	Checked By/On:

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Format No.:	F/SOP/QA/062/11-00	Page No.:	1 of 2	
Ref. SOP No.:	SOP/QA/062			

Month/Year		Weight Box ID No.:	Location:
ID No.:	Capacity(a): 6.000 Kg	Min. Wt.:	Max. Wt. :
Make: CONTECH	Model No.:	Sr. No.:	Least Count(e): 0.1g

		Spirit	Sta	andard wei	ght				
Date		Level	± 0.10 % of Actual Standard weight			Remark	Done	Checked	Verified
Date	Status	Actual Weight	10.0 g	3000.0 g	5000.0 g	C/NC	by/ On	By/On	By QA
		Acceptance Criteria	9.9 to 10.1 g	2997.0 to 3003.0 g	4995.0 to 5005.0 g				

	PREPARED BY	REVIEWED BY	APPROVED BY	
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan	
Sign/Date	Hodinostros	Disoular 15105105	10 Figinshaw	
Designation	Officer	Sr. Executive	Manager	
Department	Quality Assurance	Quality Assurance	Quality Assurance	



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# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

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Daily Verification of Weighing Balance (6.000 Kg)

Format No.:

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Page No.:

Page 2 of 2

		Spirit Level	St	andard weig	ght				
Date	Cleaning	Cleaning		± 0.10 % of Actual Standard weight		Remark C/NC	Done by/On	Checked By/On	Verified By QA
	Status	Actual Weight	10.0 g	3000.0 g	5000.0 g		by/On		
		Acceptance Criteria	9.9 to 10.1 g	2997.0 to 3003.0 g	4995.0 to 5005.0 g				
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# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

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Monthly Calibration of Weighing Balance (6.000 Kg)

Format No.:

F/SOP/QA/062/12-00

Page No.:

1 of 4

Copies:

Ref. SOP No.:

SOP/QA/062

Month/Year		Capacity(a)	6.000 Kg
ID No.		Min. Wt.:	Max. Wt.:
Make	CONTECH	Least Count (e)	
Model No.		Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

1.	Accura	cv

Displayed Value - True Weight

Accuracy Deviation (%):

X 100

True Weight

Acceptance Criteria: Not more than 0.10%

	Done By/On :	Checked By/On:	Verified By(QA):
П			

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Yoursh,	Ostarial 15/05/25	10 / ralos
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/ On:				
Format Title :	: Monthly Calibration of Weighing Balance (6.000 Kg)						
Format No.:	F/SOP/QA/062/12-00	2 of 4					

# 2. Full Range Calibration Test:

Standard weight	S	Observed Weight	Acceptance Criteria (± 0.10 %)
Minimum Weight (In house)	10.0 g		9.9 – 10.1 g
Middle 1 Weight (10% of a)	600.0 g		599.4 – 600.6 g
Middle 2 Weight (20% of a)	1200.0 g		1198.8 – 1201.2 g
Middle 3 Weight (40% of a)	2400.0 g		2397.6 – 2402.4 g
Middle 4 Weight (60% of a)	3600.0 g		3596.4 – 3603.6 g
Maximum Weight (In house)	5000.0 g		4995.0 – 5005.0 g

Done By/On:	Checked By/On:	Verified By(QA):

#### 3. Corner Load Test:

S1		S2
V	S5	
S4		S3

Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			$\pm 0.1\%$
S4			
S5			

Done By/On :	Checked By/On:	Verified By(QA)
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Format Title :	Monthly Calibration of Weighing Balance (6.000 Kg)			
Format No.:	F/SOP/QA/062/12-00	Page No.:	3 of 4	

## 4. Measurement of Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		,
02		
03		
04		
05	3000.0 g	
06		
07		
08		
09		
10		
•	Standard deviatio	n

**Standard Deviation(S):** 

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY	
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Format No.:	F/SOP/QA/062/12-00 P	Page No.:	4 of 4	

Repeatability = -	Standard deviation X 2X 100 Actual Weight
Repeatability = -	X 2
Repeatability = _	

Acceptance Criteria: Not more than 0.10%

Remark: The calibration of weighing balances Complies / Does not comply with the acceptance

criteria.

Done By/On :	Checked By/On:	Verified By(QA):

	PREPARED BY	REVIEWED BY	APPROVED BY
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Format No.:	F/SOP/QA/062/13-00	Page No.:	1 of 2
Ref. SOP No.:	SOP/QA/062		

Month/Year		Weight Box ID No.:	Location:
ID No.:	<b>Capacity(a):</b> 50.000 Kg	Min. Wt.:	Max. Wt. :
Make: CONTECH	Model No. :	Sr. No.:	Least Count(e):

		~	S	tandard weig	ht				
Date	Cleaning	Spirit Level	± 0.10 % o	f Actual Stan	dard weight	Remark C/NC	Done	Checked	Verified
	Status	Actual Weight	0.250 Kg	10.000 Kg	30.000 Kg		by/On	By/On	By QA
		Acceptance	0.249 to	9.990 to	29.970 to				
		Criteria	0.251 Kg	10.010 Kg	30.030 Kg				
							,		
							Comment		

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Your works	QHowlean (5105105 (	18 finglutur
Designation	Officer	Sr. Executive	Mahager
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS PVT. LTD.

## NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

**Issued By** 

Format Title:

Daily Verification of Weighing Balance (50.000 Kg)

Format No.:

F/SOP/QA/062/13-00

Page No.:

Page 2 of 2

		Spirit	S	tandard weig	ht				
Date	Cleaning	Level	± 0.10 % o	f Actual Stan	dard weight	Remark C/NC	Done	Checked	Verified By QA
	Status	Actual Weight	0.250 Kg	10.000 Kg	30.000 Kg		by/On	By/On	by QA
		Acceptance Criteria	0.249 To 0.251 Kg	9.990 To 10.010 Kg	29.970 To 30.030 Kg				
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NOVO EXCIPIENTS PVT. LTD.	QUALITY ASSURANCE DEPART	Y ASSURANCE DEPARTMENT		
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Format No.:	F/SOP/QA/062/14-00	Page No.:	1 of 4	
Dof SOD No .	SOP/OA/062			

Month/Year		Capacity (a)	50.000 Kg
ID No.		Min. Wt.:	Max. Wt.:
Make	CONTECH	Least Count (e)	
Model No.		Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

1. Accuracy:	curacy:	1. A
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	Displayed Value - True Weight	
Accuracy Deviation (%):		X 100
	True Weight	

Acceptance Criteria: Not more than 0.10%

Done By/On :	Checked By/On:	Verified By(QA):

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Spal world	Posalcar (	700 /19 lustu
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI N QUALITY ASSURANCE DEPARTM		Issued By/ On:	
Format Title: Monthly Calibration of Weighing Balance (50.00Kg)				
Format No ·	F/SOP/OA/062/14-00 P	age No.:	2 of 4	

## 2. Full Range Calibration Test:

Standard weights		Observed Weight	Acceptance Criteria (± 0.10 %)
Minimum Weight (In house)	0.250 Kg.		0.249 – 0.251 Kg.
Middle 1 Weight (10% of a)	5.000 Kg.		4.995 – 5.005 Kg.
Middle 2 Weight (20% of a)	10.000 Kg.		9.990 – 10.010 Kg.
Middle 3 Weight (40% of a)	20.000 Kg.		19.980 – 20.020 Kg.
Middle 4 Weight (60% of a)	30.000 Kg.		29.970 – 30.030 Kg.
Maximum Weight (In house)	40.000 Kg.		39.960 – 40.040 Kg.

Done By/On:	Checked By/On:	Verified By(QA):	

#### 3. Corner Load Test:

S1		S2
	S5	
S4		S3

Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			$\pm 0.1\%$
S4			
S5			

Done By/On :	Checked By/On:	Verified By(QA):
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	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Yautosirs	Oboukar_ 15/05/25	18 Set 19 coturs

NOVO EXCIPIENTS PVT. LTD.	NOVO EXCIPIENTS PVT. LTD., NAVI QUALITY ASSURANCE DEPARTM		Issued By/ On:	
Format Title: Monthly Calibration of Weighing Balance (50.00		).00Kg)		
Format No.:	F/SOP/QA/062/14-00	Page No.:	3 of 4	

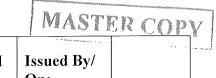
## 4. Measurement Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05	25 000 1	
06	25.000 kg	
07		
08		
09		
10		
	Standard deviatio	on

Standard Deviation(S):

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Tionylostes	Orbarkal 15107105	100 Sept 1910stons



NOVO EXCIPIENTS		NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT			
Format Title:	Monthly Calibration of Weighing Balance (50	0.00Kg)			
Format No.:	F/SOP/QA/062/14-00	Page No.:	4 of 4		

Donostobility -	Standard deviation X 2	۸۸
Kepeataomty –	Actual Weight	100
Repeatability =	X 2	00
Repeatability =		

Acceptance Criteria: Not more than 0.10%

**Remark:** The calibration of weighing balances Complies / Does not comply with the acceptance criteria.

Done By/On: Verified By(QA):

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Yours	Ostjoutear 15105/25	18 Light

w	distraction and a series								
	MA	ST	E	R	C	0	D	V	

NOVO EXCIPIENTS		CIPIENTS PVT. LTD., NAVI MUMBAI TY ASSURANCE DEPARTMENT	
Format Title :	Daily Verification of Weighing Balance	(100.000 Kg)	Copies:
Format No.:	F/SOP/QA/062/15-00	Page No.:	1 of 2
Ref. SOP No.:	SOP/OA/062		

Month/Year		Weight Box ID No.:	Location:
ID No.:	Capacity(a): 100.000 Kg	Min. Wt.:	Max. Wt.:
Make: CONTECH	Model No.	Sr. No.:	Least Count(e):

		C:4	S	tandard weig	ht				
Date	Cleaning	Spirit Level	± 0.10 % o	f Actual Stan	dard weight	Remark	Done by/On		Verified
	Status	Actual Weight	0.500 Kg	20.000 Kg	60.000 Kg	C/NC			By QA
		Acceptance	0.499 to	19.980 to	59.940 to		• .		
		Criteria	0.501 Kg	20.020 Kg	60.060 Kg				
			***************************************						

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Yourns	Postovicas (	78 Sit 19 USIN
Designation	Officer	Sr. Executive	Manager '
Department	Quality Assurance	Quality Assurance	Quality Assurance

NOVO EXCIPIENTS

# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

Issued By

Format Title:

Daily Verification of Weighing Balance (100.000 Kg)

Format No.:

F/SOP/QA/062/15-00

Page No.:

Page 2 of 2

		Spirit	Standard weight						
Date	Cleaning	Level ↓	± 0.10 % c	f Actual Stan	dard weight	Remark C/NC	Done		Verified By QA
	Status	Actual Weight	0.500 Kg	20.000 Kg	60.000 Kg		by/On	By/On	by QA
		Acceptance Criteria	0.499 to 0.501 Kg	19.980 to 20.020 Kg	59.940 to 60.060 Kg				
		Cittoria	0.301 118	20.020 115	00.00011g				
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	7								
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	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Africa 126	Debalan 15705/25	TO SOT LOY
			(9/0)

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Page No.:

1 of 4

Ref. SOP No.:

SOP/QA/062

Month/Year		Capacity (a)	100.000 Kg
ID No.		Min. Wt.:	Max. Wt.:
Make	CONTECH	Least Count (e)	
Model No.		Location	
Sr. No.		Weight Box ID No.	
Date of calibration		Next calibration due date	

1	_	A	cc	п	ra	сy	•
	•	7 X	•	··		~,	٠

Displayed Value - True Weight

Accuracy Deviation (%):

X 100

True Weight

Acceptance Criteria: Not more than 0.10%

Done By/On :	Checked By/On:	Verified By(QA):
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PREPARED BY	REVIEWED BY	APPROVED BY
Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Wal 410An	Popular 157051V	A Figiota
Officer	Sr. Executive	Manager
Quality Assurance	Quality Assurance	Quality Assurance
	Ms. Kusum Gadhave  Officer	Ms. Kusum Gadhave  Mr. Rahul Bankar  Officer  Sr. Executive

# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT Format Title: Monthly Calibration of Weighing Balance (100.000 Kg) Format No.: F/SOP/QA/062/16-00 Page No.: 2 of 4

#### 2. Full Range Calibration Test:

Standard weigl	nts	Observed Weight	Acceptance Criteria
			(± 0.10 %)
Minimum Weight (In house)	0.500 Kg.		0.499 – 0.501 Kg.
Middle 1 Weight (10% of a)	10.000 Kg.		9.990 – 10.010 Kg.
Middle 2 Weight (20% of a)	20.000 Kg.		19.980 – 20.020 Kg.
Middle 3 Weight (40% of a)	40.000 Kg.		39.960 – 40.040 Kg.
Middle 4 Weight (60% of a)	60.000 Kg.		59.940 – 60.060 Kg.
Maximum Weight (In house)	80.000 Kg.		79.920 – 80.080 Kg.

Done By/On :	Checked By/On:	Verified By(QA):
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#### 3. Corner Load Test:

S1		S2
	S5	
0.4		en.
S4		S3

Location	Standard Wt.	Average Weight	Acceptance Criteria
S1			
S2			
S3			± 0.1%
S4			
S5			

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	Midnostrs	Orbalan_ 15/05/25	To finan

I Issued By/ On:

NOVO EXCIPIENTS
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# NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

Format Title:

Monthly Calibration of Weighing Balance (100.000 Kg)

Format No.:

F/SOP/QA/062/16-00

Page No.:

3 of 4

#### 4. Measurement of Repeatability Test:

Sr. No	Standard Weight	Displayed Weight
01		
02		
03		
04		
05	50 000 kg	
06	$50.000~\mathrm{kg}$	
07		
08		
09		
10		
	Standard deviation	

**Standard Deviation(S):** 

$$s = \sqrt{\frac{\sum (x_i - \bar{x})^2}{n - 1}}$$

	PREPARED BY	REVIEWED BY	APPROVED BY
Sign/Date	West Islosh's	Ostarican 15/07/11	100 8, E Figloslus

# MASTER COPY Issued By/ On:

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#### NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

Format Title:

Monthly Calibration of Weighing Balance (100.000 Kg)

F/SOP/QA/062/16-00 Format No.:

Page No.:

4 of 4

Donastability	Standard deviation X 2	v	100
Repeatability –	Actual Weight	· A 100	
Repeatability =	X 2	X	100
Reneatability =			

Acceptance Criteria: Not more than 0.10%

Remark: The calibration of weighing balances Complies / Does not comply with the acceptance criteria.

Verified By(QA): Done By/On: Checked By/On:

PREPARED BY	REVIEWED BY	APPROVED BY
Mary solv	@150xlear 15105127	TO Set
	PREPARED BY	PREPARED BY  REVIEWED BY  DECLEAN  15105127



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT  CALIBRATION STATUS LABEL		
Label Title:			
label No.:	L/SOP/QA/062/01-00	Page No.:	1 of 1
Ref. SOP No.:	SOP/QA/062		

NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT			
(	CALII	BRATION STATUS LABEL		
Name Of Equipment :		Analytical/Weighing Balance		
ID No. :				
Capacity:				
Calibrated On:				
Next Calibration O	n :			
Operating Range		Minimum Wt.		
		Maximum Wt.		
Calibrated By :				
Frequency:	Trequency: On or before 3 days from due date			
		L/SOP/QA/062/01-00		

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Hermon	Disartar 15105105	700 / 19/05/V
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance



NOVO EXCIPIENTS	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		
Label Title:	Label for out of Calibration		
label No.:	L/SOP/QA/062/02-00	Page No.:	1 of 1
Ref. SOP No.:	SOP/QA/062		



NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT

# **OUT OF CALIBRATION**

L/SOP/QA/062/02-00

	PREPARED BY	REVIEWED BY	APPROVED BY
Name	Ms. Kusum Gadhave	Mr. Rahul Bankar	Mr. Manish Mahajan
Sign/Date	Hohrishs	15105/25 (	TO L'alutar
Designation	Officer	Sr. Executive	Manager
Department	Quality Assurance	Quality Assurance	Quality Assurance