3. Flowchart – Batch Documentation

Operator collects all documents relevant to batch

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Operator prints Batch Doc. Checklist (Form-xxx)

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Operator completes checklist and compiles for correctness

Samples of Batch taken as per **SOP MAN-120** →

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Retention and Stability samples to retention Sample Room"

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Completed batch document to keep for QA staff to collect

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Lab. staff collects test samples. QA staff collects the batch documents and retention samples for evaluation.