QUALITY ASSURANCE DEPARTMENT



#### STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Online Rejection	Effective Date:
Supersedes: Nil	<b>Review Date:</b>
Issue Date:	Page No.:

#### **1.0 OBJECTIVE:**

To lay down a procedure for On-Line Rejection.

#### **2.0 SCOPE:**

This SOP is applicable for On-Line Rejection of approved packing material on shop floor or during dispensing for any discrepancy at .....

## **3.0 RESPONSIBILITY:**

Officer/Executive Concerned Department

## 4.0 ACCOUNTABILITY:

Head-QA

## 5.0 **DEFINITION:**

Dismiss as inadequate, unacceptable, or faulty material rejects on shop floor for any discrepancy is called **"On-Line Rejection"**.

## 6.0 **PROCEDURE:**

- 6.1 In case of Packaging Material, if fails in machine suitability during Packaging Operation, Production Officer/Executive shall initiate Online Rejection Note as shown in Annexure-I, Titled "On-Line Rejection Note".
- 6.2 On completion of Online Rejection Note, Production shall submit the Online Rejection Note to IPQA for verification.
- 6.3 IPQA person shall verify the material/consignment for Online Rejection and sign the On-Line Rejection Note by green ink.
- 6.4 Production Officer/Executive shall submit the Note to Head QA for approval.
- 6.5 On receipt of Online Rejection Note, QA shall make an entry in Online Rejection Record as shown in Annexure-II, Titled "On-Line Rejection Record".
- 6.6 Head QA shall give the approval on Online Rejection Note by confirming the material / consignment.



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- 6.7 QA shall take three photo copies of On-Line Rejection Note and submit back the original Note along with one photo copy to Production.
- 6.8 On receiving the Note copy form QA, Production shall affix filled **"On-Line Rejection"** label on a rejected material as per format with reference to SOP, **titled "Status Labeling"**.
- 6.9 Original copy shall be attached with BMR & BPR and a photocopy shall be send to store along with the rejected material.
- 6.10 QA Officer/Executive shall send one copy of Online Rejection Note to PPIC Department.
- 6.11 QA officer/Executive shall retained one photocopy with on line rejection record in IPQA.
- 6.12 Online Rejected material shall be considering as a rejected material and should be kept in rejected room.
- 6.13 A unique number shall be assigned to Online Rejection Note as per below numbering system:

## OLR/YY/NNNN

Where,

- **OLR** stands for Online Rejection
- / stands for separator
- **YY** stands for last digit of the year (i.e. 19 stands for 2019, 20 stands for 2020 and so on.
- NNNN- stands for the continuous serial number of Online Rejection Note raised in the respective year (i.e. 0001, 0002, 0003,.....so on).
- 6.14 Record the On-line Rejection details in Annexure-II, Titled "On-Line Rejection Record".

## 7.0 ABBREVIATIONS:

- SOP Standard Operating Procedure
- QA Quality Assurance
- QC Quality Control
- No. Number
- OLR Online Rejection Note
- RM Raw Material
- PM Packaging Material
- Ltd. Limited

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#### 8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	On-line Rejection Note	
Annexure-II	On-line Rejection Record	

## 9.0 **DISTRIBUTION:**

- Master Copy
- Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department
- Controlled Copy No. 02 Quality Control Department
- Controlled Copy No. 03
  Production Department
- Controlled Copy No. 04 Human Resource Department (HR)
- Controlled Copy No. 05 Engineering Department
- Controlled Copy No. 06 Warehouse Department (Store)
- Controlled Copy No. 07 Information Technology Department
- Controlled Copy No. 08 Purchase Department

#### **10.0 REFERENCES:**

SOP titled "Status Labeling".

## **11.0 REVISION HISTORY:**

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		





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#### ANNEXURE-I

#### **Online Rejection Note**

Date:		
Online Rejection Note No.:		
Product/Material Name:		GRN No.:/Issue No.:
Batch No.:		Batch Size:
Mfg. Date:		Exp. Date:
<b>Rejected Product/Material Name:</b>		
A.R. No.:		
Manufacturer/ Supplier:		
Quantity Received:		
Quantity Rejected:		
Reason for		
Rejection:		
Remarks:		
<b>Rejection Note Prepared By</b>	Verified by	Approved By
Production Officer/Executive	QA Officer/Executiv	e Head QA
Sign &Date	Sign & Date	Sign & Date

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#### **ANNEXURE-II**

## **ON-LINE REJECTION RECORD**

S. No.	OLR No.	Date	Product Name	B.No.	Mfg. Date	Exp. Date	Name of Rejected Material	A.R. No.	Total Qty. Received	Total Qty. Rejected	Verified By Officer / Executive-QA	Approved By Head QA Sign &Date	Remarks