



**STANDARD OPERATING PROCEDURE**

|  |                        |
|--|------------------------|
| <b>Department:</b> Quality Assurance   | <b>SOP No.:</b>        |
| <b>Title:</b> Destruction of Materials | <b>Effective Date:</b> |
| <b>Supersedes:</b> Nil                 | <b>Review Date:</b>    |
| <b>Issue Date:</b>                     | <b>Page No.:</b>       |

**1.0 OBJECTIVE:**

To lay down a procedure for destruction of materials.

**2.0 SCOPE:**

This procedure is applicable to the destruction of materials which is rejected or not used in  
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**3.0 RESPONSIBILITY:**

Officers/Executive -Production

Officers/Executive - QA

Head- QA

Head – Plant

**4.0 DEFINITION(S):**

NA

**5.0 PROCEDURE:**

**5.1 Raw Material, intermediate, Finished Product:**

5.1.1 Dissolve or soak the materials in water and send into ETP or as instructed by QA at the time of disposal.

**5.2 Packing Material:**

5.2.1 Destroy all rejected printed packaging material by shredding in presence of QA.

5.2.2 Unprinted material upon rejection, based on QA and purchase department, may be sent back to supplier.

5.3 The destruction shall be taken approval from Head of Quality Assurance, Plant Manager, Head of Purchase and Managing Director.

5.4 Record the destruction of material as per Annexure-I.

**6.0 ABBREVIATION(S):**

ETP : Effluent Treatment Plant.



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HOD : Head Of Department

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE (S):**

Annexure-I : Record for destruction of material

**9.0 REVISION CARD:**

| S.No. | REVISION No. | REVISION DATE | DETAILS OF REVISION | REASON (S) FOR REVISION |
|-------|--------------|---------------|---------------------|-------------------------|
|       |              |               |                     |                         |
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