



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Retesting of Packing Materials	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Retesting of Packing materials.

2.0 SCOPE:

This SOP is applicable for Retesting of Packing materials in Quality control department.

3.0 RESPONSIBILITY:

Executive, Officer – Quality Control

Head - Quality Control

4.0 PROCEDURE:

4.1 Sampling of Retest Packing Materials:

4.1.1 Warehouse shall be intimated to Quality Control department for retest date.

4.1.2 Retesting of Packing material shall be initiated after receiving the intimation from warehouse.

4.1.3 Follow the retest period of materials as specified in annexure-I.

4.1.4 In case of phase to phase transfer of material, the initial retest date shall be considered.

4.1.5 QC officer shall enter the material details in Packing material retest inward record and shall assign new A. R. No. by putting a prefix P1, P2 and P3 for each batch/ lot to the original A. R. No. of Packing materials for retesting 1st time, 2nd time and 3rd time respectively as per annexure-II.

4.1.6 QC Officer shall prepare Under test labels as per received intimation slips for each package.

4.1.7 Perform the Sampling, Testing, and Release or Rejection of Packing material as per current SOP.

4.2 Frequency for Retesting of Packing Materials:

4.2.1 All Packing materials shall be retested as per Annexure-I.

4.2.2 For primary Packing material retest period is 364 days & for secondary and tertiary it would be 729 days (if material is used as either primary or secondary Packing material then retest period to be considered as 364 days) from the date of release unless otherwise mentioned in



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the specification.

5.0 ANNEXURE (S):

Annexure -I : Packing material retest period

Annexure- II : Packing material retest inward record

6.0 REFERENCE (S):

SOP: Sampling, Testing, Release & Reject of Packing Materials.

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

A. R. No. : Analytical reference number.

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
01	00	---	---	New SOP	---



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ANNEXURE I PACKING MATERIAL RETEST PERIOD

The retest period is applicable for the below mentioned materials, unless otherwise specified elsewhere.

S.No.	Name of material	Type of Material	Retest period Status	Retest Period	Test parameters
1.	Strip foil (printed)	Primary	Applicable	364 days	Description, Text matter & color scheme. Grammage
2.	Induction seal (IDA Printed)	Primary	Applicable	364 days	Text matter & color scheme.
3.	PVC/PVC-PVDC/PVC-PE-PVDC etc.	Primary	Applicable	364 days	Color shade, Description & Grammage
4.	Cold forming foil	Primary	Applicable	364 days	Description & Grammage
5.	Triple laminated pouch	Primary	Applicable	364 days	Description & check for Contamination
6.	LDPE bag	Primary	Applicable	364 days	Description & check for Contamination
7.	Container	Primary	Applicable	364 days	Description & check for Contamination
8.	Spoon	Primary	Applicable	364 days	Description & check for Contamination
9.	Carton	Secondary	Applicable	729 days	Text matter, Color scheme and description (for pasting)
10.	Leaflet	Secondary	Applicable	729 days	Description, Grammage
11.	Label roll type	Secondary	Applicable	729 days	Description, Grammage
12.	Tagger seal (printed /plain)	Primary	Applicable	364 days	Description
13.	Flip of seal	Primary	Applicable	364 days	Description, Sterilization



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S.No.	Name of material	Type of Material	Retest period Status	Retest Period	Test parameters
14.	Catch/cover	Secondary	Applicable	729 days	Text matter, Color scheme and description (for pasting)
15.	Silica Gel bag	Primary	Applicable	364 days	Description, Residual moisture, Adsorption capacity
16.	3/5/7 ply shipper	Tertiary	Applicable	729 days	Description, quality of pasting, check for contamination
17.	Rondo tray	Tertiary	Applicable	729 days	Description (for pasting)
18.	HIPS tray (Plastic tray)	Tertiary	Applicable	729 days	Description
19.	Absorbent cotton coil /rayon	Primary	Applicable	364 days	Description, Moisture content, Foreign substance
20.	Closure	Primary	Applicable	364 days	Description, check for Contamination
21.	Pillow pack carbon /silica blend	Primary	Applicable	364 days	Description, Residual moisture, Adsorption capacity
22.	Blister Aluminium foil	Primary	Applicable	364 days	Description, Grammage of Heat seal lacquer
23.	Shrink film	Secondary	Applicable	729 days	Description, Total Grammage

