STANDARD OPERATING PROCEDURE	
Department: Production	**SOP No.:**
Title: De-Bagging of Three Piece Vials/Dropper/Caps	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a procedure for De-Bagging of Three Piece Vials/Dropper/Caps.

2.0 SCOPE:

This SOP is applicable for De-Bagging of Three Piece Vials/Dropper/Caps in Production area of Three Piece Line at ……

3.0 RESPONSIBILITY:

Officer/Executive – Production

4.0 ACCOUNTABILITY:

Head –Production

5.0 DEFENITION:

Not applicable

6.0 PROCEDURE:

6.1 Ensure that Three Piece Vials/Dropper/Caps boxes are clean and free from dust**.**

6.2 Verify the quantity and size of Three Piece Vials/Dropper/Caps as per Batch Manufacturing Record (BMR).

6.3 Remove shrink wrap or strapping from the box & transfer through Dynamic Pass Box to De-Cartoning area by the SS Trolley.

6.4 Open the intact box of Three Piece Vials/Dropper/Caps by opening the sealing.

6.5 The shrink wrap mop with 70% filtered IPA & remove.

6.6 Remove the Three Piece Vials/Dropper/Caps from the box and transfer outer poly bag to Buffer Zone area through Dynamic Pass Box.

6.7 Verify the dispensed quantity of Three Piece Vials/Dropper/Caps.

6.8 Mop outer poly bag of Three Piece Vials/Dropper/Caps with 70% filtered IPA.

6.9 Remove outer shrink wrap & kept into Dynamic Pass Box for 20 minutes.

6.10 Transfer De-Bagging Three Piece Vials/Dropper/Caps into the LAF.

6.11 As per filling plan, the De-Bagging Three Piece Vials/Dropper/Caps transfer into filling room through the mobile LAF.

6.12 Remove inner shrink wrap & feed into hopper under LAF.

6.13 Before feeding of Three Piece Vials/Dropper/Caps, inspect any breakage or other defect and Observation record in **Annexure-I**, Titled **"Log of De-Bagging Three Piece Vials/Dropper/Caps"**.

7.0 ABBREVIATIONS:

Ltd. Limited

SOP Standard Operating Procedure

No. Number

QA Quality Assurance

8.0 ANNEXURES:

ANNEXURE	TITLE OF ANNEXURE	FORMAT No.
Annexure- I	Log of De-Bagging Three Piece Vials/Dropper/Caps	

9.0 DISTRIBUTION:

- Master Copy Quality Assurance
- Controlled Copy No.1 Production

10.0 REFERENCES:

Not applicable

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		

PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
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ANNEXURE – I

	LOG OF DE-BAGGING THREE PIECE VIALS/DROPPER/CAPS

Area: **Location:**

Date	Product Name	Batch No.	Operation Time		Quantity of De-Cartoned			Done By Sign & Date	Checked By Sign & Date	Remarks
			From	To	Vials	Dropper	Caps			