



PHARMA SCHOLARS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Handling of Filled & Sealed Batch in Secondary Packing Area

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Handling of Filled & Sealed Batch in Secondary Packing Area.

2.0 SCOPE:

This Procedure is applicable for Handling of Filled & Sealed Batch in Secondary Packing Area at Production Floor

3.0 RESPONSIBILITY:

Officer/Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

- 6.1 Production Personnel will ensure that Quarantine Material after filling & Sealing is stored at dedicated place with physical segregation and proper status labeling.
- 6.2 After completion of Filling & Sealing, Three type of material shall be stored in the Secondary Packing area i.e. Ready for Visual Inspection, Ready for Labeling & Ready for Packing.
- 6.3 Batch shall be kept on pallet with wrapped with stretch film.
- 6.4 Two different batches or products shall not be stored within one compartment.
- 6.5 Quarantine material for further activity shall be preceded through line clearance and same shall be recorded in respective BPR.



PHARMA DEVILS

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7.0 ABBREVIATIONS:

Ltd.	Limited
SOP	Standard Operating procedure
QA	Quality Assurance
No.	Number
BPCR	Batch Production and Control Record

8.0 ANNEXURES:

Not Applicable

9.0 DISTRIBUTION:

Controlled Copy No. 01	Head Production
Master Copy	Quality Assurance Department

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		