



PHARMA DEVILS
PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Receipt of Batch from Production to Packing department	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Receipt of Batch from Production to Packing Department.

2.0 SCOPE:

This SOP is applicable for Receipt of Batch from Production to Packing Department at Production Floor
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3.0 RESPONSIBILITY:

Officer/Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

- 6.1** Before taking a Product on Packing Line, Officer /Executive of Packing area shall take the “Line Clearance” for Secondary Packing and ensures that the BMR is Complete in all respect up to Production Stage.
- 6.2** At the time of Batch Receipt from Production Officer/Executive of Packing Area shall check and verify the Transfer Quantity as per the BMR and Status Label on each container containing filled and capped vials.
- 6.3** The Complete Batch along with BMR shall be transferred/handed over by the Production Area Officer/ Executive to the Packing Area Officer/Executive.
- 6.4** The Status Label on each Container containing filled and Capped Vials shall bear all necessary information for proper identification.

7.0 ABBREVIATIONS:

Ltd. Limited
SOP Standard Operating Procedure
No. Number



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QA Quality Assurance
Mfg. Manufacturing
BMR Batch Manufacturing Record

8.0 ANNEXURES:

Not Applicable

9.0 DISTRIBUTION:

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

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		