



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Sampling, Testing, Release and Rejection of Packing Materials	Effective Date:
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1.0 OBJECTIVE:

To lay down a procedure for sampling, testing, release & rejection of Packaging Materials.

2.0 SCOPE:

This procedure is applicable to sampling, testing, release & reject of Packaging Materials.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head -- Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Sampling of Packaging Materials:

- 5.1.1 Packaging material sampling shall be initiated after receiving the “Goods Receive Note” from Stores.
- 5.1.2 QC personnel shall enter the material details in “starting material inward record” as per Annexure-I and shall assign A.R.No. for each batch /lot of packaging material.
- 5.1.3 QC personnel shall prepare “QC UNDER TEST” (as per Annexure –II) and “SAMPLED” (as per Annexure –III) labels as per GRN received for each pack.
- 5.1.4 QC personnel shall go in the Stores area along with sampling kit and sampler’s remark sheets.
- 5.1.5 QC personnel shall collect the full web sheet/card (that contains all the ups or replicates of the individual sample) to ensure that the consignment is printed from the single plate or positive. In case if the consignment is printed from more than one positive or plate then the web card or sheet for all should be available.
- 5.1.6 The requirement of full web card/sheet shall not be applicable for roll labels, cut labels and printed foils.



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5.1.7 Sampling of foils (Aluminum, PVC & PVC-PVDC type) shall be carried out under RLAF located in sampling area of Stores.

5.1.8 In case of printed foil, inspect all rolls for text matter.
Inspect the core of each foil for any damage.

5.2 Sampling Plan:

Item	No. of packets received	No. of packets to be sampled and inspected	Quantity to be Sampled from each packets
Cartons, leaflets & Poly sachets	Less than 3	All	$\sqrt{n} + 1$ of the number of item packed in the packet(s)
	4 to 14	4	
	14 and above	$\sqrt{n} + 1$	
Labels & catch covers	Less than 3	All	$\sqrt{n} + 1$ of the number of item packed in the packet(s)
	6 to 14	4	
	14 and above	$\sqrt{n} + 1$	
Item	No. of packets received	No. of packets to be sampled and inspected	
Aluminium foil*	Upto 3 reels	All	$\sqrt{n} + 1$ of the number of item packed in the packet(s)
	4 to 14	4	
	14 and above	$\sqrt{n} + 1$	
PVC / PVC-PVDC FILM*	Upto 5 reels	3	$\sqrt{n} + 1$ of the number of item packed in the packet(s)
	6 to 14	4	
	14 and above	$\sqrt{n} + 1$	

*Remove at least 3 meters length of each sample from the reels

Item	No. of packets received	No. of packets to be sampled and inspected	Quantity to be Sampled drawn
Corrugated shippers & outers	Less than 100	3	3
	101 to 500	4	4
	501 to 1000	5	5
	1001 to 2500	6	6
	2501 and above	8	8



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- 5.2.1 QC personnel shall paste packaging materials sample slip on each sampled pack as per Annexure-IV.
- 5.2.2 After sampling, "QC UNDER TEST" status labels shall be affixed on every pack received in a lot & "SAMPLED" labels shall be affixed on the packs which are sampled near the under test label. "QC UNDER TEST" label shall be affixed in such a manner that the word "QUARANTINED" of Quarantined label is completely covered & text of Quarantined label is visible.
- 5.2.3 In case of foils the "QC UNDER TEST" label shall be affixed inside the core of the foil roll in the same manner as above.
- 5.3 Documentation for Sampling:**
- Sampler shall record his observation during sampling in "sampler's remark sheet" as given in Annexure -VIII.
- Precautions:
- Before sampling of foil, QC personnel shall take the following precautions:
RLAF of sampling booth should be switched on 15 minutes before starting the sampling activity.
- Only one batch/Lot shall be sampled at one time and sampled roll shall be closed properly with polybag.
- 5.4 Testing of Packaging Materials:**
- 5.4.1 QC personnel shall perform the tests as per respective specification and standard test procedure.
- 5.4.2 Packaging data shall be recorded in the respective testing protocol.
- 5.4.3 The full web sheet/card shall be tested for text and colour shade.
- 5.4.4 The QC personnel shall give the reference to the AR No. on the sheet and sign the same.
- 5.4.5 After completion of analysis, all data shall be reviewed and certificates of analysis for each batch shall be prepared.



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5.4.6 In case of corrugated box, dimension shall be checked during the sampling and after checking dimension, only one corrugated box shall be taken for analysis, remaining quantity shall be returned back to store.

5.5 Release / Reject of Packaging Material:

5.5.1 If a material is approved, prepare “QC APPROVED” status labels for each pack as per Annexure-V and affix on each packs on the particular batch/ lot over the “QC UNDER TEST” label in such a manner that “QC UNDER TEST” label is completely covered.

5.5.2 If material is rejected prepare “QC REJECTED” status labels as per Annexure-VI and affix on each packs on the particular batch over the “QC UNDER TEST” label in such a manner that under test label is completely covered. Initiate the “REJECTION NOTE” for respective consignment as per Annexure-VII.

5.5.3 Send the rejection note to Stores and ensure that the material is transferred to Rejected area.

6.0 ABBREVIATION(S):

QCD - Quality Control Department
SOP - Standard Operating Procedure
GRN - Good Receipt Note
PVC - Poly Vinyl Chloride
PVDC - Poly Vinyl Dichloride
QC - Quality Control

7.0 REFERENCE(S):

NA



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8.0 ANNEXURE(S):

- Annexure –I: Starting materials inward record
- Annexure –II: Under test label
- Annexure –III: Sampled label
- Annexure –IV: Packaging materials sample slip
- Annexure –V: Approved labels
- Annexure –VI: Rejected labels
- Annexure –VII: Rejection notes
- Annexure –VIII: Sampler's Remark Sheet



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9.0 REVISION CARD:

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



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ANNEXURE II

Under Test Label

QC UNDER TEST	
Item :	
B. No. :	Code :
Mfg. Dt. :	Exp. Dt. :
Qty. :	Unit :
Mfg. :	
Supp. :	
GRN No. :	GRN Dt. :
AR No. :	Cont. # :
Sampled By :	Date :



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ANNEXURE III

Sampled Label

SAMPLED	
Sampled by QC	:
Date	:



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ANNEXURE IV

Material Sample Slip

MATERIAL SAMPLE SLIP	
Name	: _____
B. No.	: _____ AR No. : _____
Qty. Received	: _____
GRN No./ Date	: _____
Mfg. Date	: _____ Exp. Date : _____
Mfg. By	: _____
Supplier Name	: _____
Quantity for Analysis	: _____
Sign / Date	: _____



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ANNEXURE V

Approved Label

QC APPROVED	
Item :	
B. No. :	Code :
Mfg. Dt. :	Exp. Dt. :
AR No. :	
Qty. :	Unit :
Release Dt. :	
Retest :	
	QC Analyst:



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ANNEXURE VI

Rejected Label

QC REJECTED	
Item :	
B.No. :	Code :
Mfg. Dt. :	Exp. Dt. :
AR No. :	
Qty. :	Unit :
Reason :	
	QC Analyst:



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ANNEXURE VII

Date: _____

REJECTION NOTE

Material Name	:		AR No.	:	
Batch No.	:		Batch Size	:	
Mfg. By	:		Supplied By	:	
Date Receipt	:		Challan No./Date	:	
GRN No.	:		Date of Sampling	:	

Reason for Rejection:

Rejected Quantity:

Analyzed By

Manager Quality Control

cc: QA/Warehouse/Purchase/Account



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ANNEXURE VIII

Quality Control		
PACKING MATERIAL SAMPLER'S REMARK SHEETS		
Name of Item		A.R. No.
Total no. of containers received		GRN No./Date
Qty. Sampled		
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1.	Storage condition	Temp & RH confirms / does not confirm	
2.	Packing condition (satisfactory / not satisfactory) (State observations if not satisfactory)		
3.	Container label details verification (State whether yes or no)	a.	Manufacturer's name
		b.	Batch number
		c.	Quantity
		d.	Container number (if any)
		f.	Any other remarks
4.	Approved vendor	Yes/No	
Signature of Sampler/Date:			