



PHARMA DEVILS
PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Transfer and Receipt of Dispensed Packaging Material from Store	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Transfer and Receipt of Packaging Material from Store in respective Area.

2.0 SCOPE:

This SOP is applicable for Transfer and Receipt of Packaging Material from Store to respective Production Area at

3.0 RESPONSIBILITY:

Officer/Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

6.1 PACKAGING MATERIAL – PRIMARY AND SECONDARY MATERIAL:

6.1.1 Check the Packaging Material Boxes/Bundles of Ampoules, Labels, Cartons, Shippers and Leaflet verified with Packaging Material Requisition Slip.

6.1.2 Ensure that each Box/Bundle has identity label and approved label.

6.1.3 Verify all Primary and Secondary Material with Batch Manufacturing Record (BMR) and Batch Packing Record (BPR) for its identity.

6.1.4 Verify the Quantity of all Primary and Secondary Material with Requisition.

6.1.5 Verify the A.R. No. mentioned on approval tag with material issuance slip.



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- 6.1.6** Transfer the packaging material in Day Store and display identification label bearing product Name, Batch Number etc. on each container.
- 6.1.7** Transfer all the over printable packaging material to the Coding Area.
- 6.1.8** Store the coded packaging materials separately or under lock and key condition.
- 6.1.9** Bring all the Packaging Materials at user area at the time of use for further packing operation.

7.0 ABBREVIATION:

SOP	Standard Operation Procedure
WFI	Water for Injection
Ltd.	Limited
No.	Number
QA	Quality Assurance
BMR	Batch Manufacturing Record
BPR	Batch Packing Record
AR No.	Analytical Report Number
UV	Ultraviolet Light
IPA	Iso-propyl-Alcohol

8.0 ANNEXURES:

Not Applicable

9.0 DISTRIBUTION:

- Controlled Copy No.1 Production
- Controlled Copy No.2 Quality Assurance
- Master Copy Quality Assurance



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10.0 REFERENCE:

Not Applicable

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of change	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		