



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Return of unused leftover packing materials to Store	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down the procedure, for Return of unused leftover packing materials to Store.

**2.0 SCOPE:**

This SOP is applicable for Return of unused leftover packing materials to Store.

**3.0 RESPONSIBILITY:**

Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

**4.0 PROCEDURE:**

4.1 After completion of the packing activity, reconcile the primary/ secondary packing material in the prescribed format given in the respective BPR.

4.2 Destroy all left over coded material and record in the BPR.

4.3 Remove one meter (Approx.) foil from each used roll before return to store and clean the inner core and outer surface of each roll of PVC / PVDC / Triplex Aluminum Foil and cold form laminate.

4.4 Wrap unused printed aluminum foil and cold form laminate in shrink wrap.

4.5 Enter / Record in ERP system for the quantity of unused printed aluminum foil, PVC/ PVDC roll Triple laminate / triple laminated foil cold form laminate.etc.

4.6 Take print of Material Return note and Excess Return Packing Material label from the ERP System.

4.7 "MATERIAL RETURN NOTE (SOP) and get it Checked by QA and received by Store.

4.8 In case of change in pack size or plan, entire dispensed packing material is to be returned to the stores on 'MATERIAL RETURN NOTE'.

**5.0 ANNEXURE (S):**

Nil



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**6.0 REFERENCE (S):**

SOP: Handling of receipt for excess and batch returned materials from Production.

**7.0 ABBREVIATION (S) /DEFINITION (S) :**

BPR: Batch Packing Record.

PVC : Poly Vinyl Chloride

PVDC : Poly Vinyl Di-Chloride

QA : Quality Assurance

SOP : Standard Operating Procedure

HDPE: High Density Polyethylene

**REVISION CARD**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No
1	00	----	----	New SOP	---