



STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Dispensing of Packing Materials	Effective Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Dispensing of Packaging Material.

2.0 SCOPE:

This SOP is applicable for Dispensing of Packing Material in Packing Material Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive-Warehouse

4.0 ACCOUNTABILITY:

Head-Warehouse

5.0 ABBREVIATIONS:

BPR	Batch Processing Record
BPCR	Batch Production and Control Record
FIFO	First in First Out
LTD.	Limited
PP	Pilfer Proof
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

- 6.1** After receipt of information from production Officer/Executive warehouse shall print "Packing Material Issue Slip" in duplicate and send to production for checking.
- 6.2** After checking Officer/Executive Production shall send the signed copy to QA for verification and issuance of BPR.
- 6.3** After verification Officer/Executive QA shall issue the BPR to Officer/Executive Production.
- 6.4** After receipt of all documents Officer/Executive Production shall handover the BPCR to Officer/Executive Warehouse for dispensing of packing materials.
- 6.5** After completion of above activities, Officer/Executive warehouse shall plan the dispensing of packing materials.
- 6.6** Officer/Executive Warehouse shall check the area as per line clearance checklist as per BPR and fill the line clearance label for dispensing.
- 6.7** Officer/Executive QA shall verify the following:
 - 6.7.1** Issued BPCR is correct and is properly arranged.



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6.7.2 Verification record of balance.

6.7.3 Officer/Executive QA shall check the A.R. No./Material batch No. of material to be dispensed against the packing material issue slip.

6.7.4 Officer / Executive Warehouse shall inform to Head Warehouse and Head QA in case of any deviation.

6.8 After verification, Officer/Executive Warehouse shall start the dispensing activity.

6.9 Officer / Executive Warehouse shall issue the packing materials product wise / batch wise following FIFO system.

6.10 Officer/Executive Warehouse shall issue the primary packing materials (al.tube/plastic tube/laminated tube (seam or seamless tube /caps) shall be dispense complete integrated bag. .if loose quantity need do dispense then integrity and physical assurance shall by verified.

6.11 Officer/Executive Warehouse shall issue the Bottles by counting and transfer to primary packing area and enter the details in BPR. And do not take any MRN material from packing production or without Q.A. head approval.

6.12 Officer/Executive Warehouse shall issue Cartons/Catch Covers by counting, in a polythene bag, tie it with cable tie & transfer to over printing area and enter the details in BPR.

6.13 Officer/Executive Warehouse shall issue Labels/leaflets/Polybag/Corrugated Box by counting & transfer to secondary packing area and enter the details in BPR.

6.14 Officer/Executive Warehouse shall issue as BOPP Tape / Cello Tape in mtr. and transfer to secondary packing area and enter the details in BPR.

6.15 Affix line-clearance label in BPR at designated location after completion of dispensing.

6.16 After completion of dispensing, Officer/Executive Warehouse shall handover duly signed one copy of packing material issue slip to production along with BPCR and keep the second copy in warehouse record.

7.0 ANNEXURES:
Not Applicable

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:



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- Controlled copy No.01 Quality Assurance
- Controlled copy No.02 Warehouse
- Master copy Quality Assurance

9.0 REFERENCES:
Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By