



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

SOP No.:

Title: Handling & Storage of Printed Label

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Storage & Handling of Printed Labels.

2.0 SCOPE:

This SOP is applicable for Handling & Storage of Labels at Label Room in warehouse Packing Materials Store.

3.0 RESPONSIBILITY:

Officer / Executive-Warehouse

4.0 ACCOUNTABILITY:

Head-Warehouse

5.0 ABBREVIATIONS:

Ltd. Limited
No. Number
QC Quality Control
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 Any consignment of label will be received by the concerned store personnel and it will be duly checked following the SOP for Receipt and Handling of Packaging Material in Packaging Material Store.

6.2 HANDLING OF PRINTED LABELS AFTER QC SAMPLING:

6.2.1 After completion of all the formalities of Packaging material receiving procedure and it's sampling by QC personnel for analysis, the labels will be placed in the Pigeon Hole Almira for kept at under test area in the label Storage Room / Area.

6.3 HANDLING PRINTED LABELS AFTER QC ANALYSIS:

6.3.1 After analysis of a specific consignment of label it will be handled as per the below Mentioned procedure.

6.4 RETEST OF APPROVED PRINTED LABELS:

6.4.1 Store personnel will keep a separate report by SAP indicating Retest date of analyzed Labels.

6.4.2 Stores personnel will prepare requisition for Retest of labels and sent it to QC 10 days in advance.



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- 6.4.3** QC personnel will sample as per relevant SOP and analyze it as per relevant Method of analysis.
- 6.4.4** All the labels having Retest date will be transferred to Under Test area along with Under Test label.
- 6.4.5** QC personnel will collect the sample of re-testable labels and analyze it.
- 6.4.6** After QC approval and affixing of Approved label on re-testable material container, it will be transferred to the approved area.
- 6.4.7** If labels are failing “**Rejected**” label on container will be pasted on under test label.
- 6.4.8** After analysis QC personnel will affix either “**Approved**” or “**Rejected**” label on all the Boxes in such a way that word “**Under Test**” of Under Test Label will be covered.
- 6.4.9** Container having “**Approved**” label will be transferred to the Approved area.
- 6.4.10** Container having “**Rejected Label**” will be transferred from “**Under Test**” area to the “**Rejected Area**” intimated to QA for the same.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

- 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