



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

SOP No.:

Title: Line Clearance for Dispensing of Packing Material

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Line-Clearance of Packing Material Dispensing Area.

2.0 SCOPE:

This SOP is applicable for Line-Clearance of Packing Material Dispensing Area.

3.0 RESPONSIBILITY:

Officer / Executive – QC / Warehouse.

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure
WH	Warehouse
LAF	Laminar Air Flow Unit

6.0 PROCEDURE:

- 6.1 After completion dispensing of previous packing materials like cartons, inserts, literature, packing slips, printed foils, plain foils warehouse person shall ensure to remove previous products particles to avoid mixing.
- 6.2 After completion cleaning & sanitization with 70% IPA of sampling/dispensing booth area for available facilities like LAF, Static pass boxes, Electronic weighing balance etc.
- 6.3 Warehouse personnel shall start LAF & also related facilities of Electronic weighing balance, Static pass box etc. before 15 minutes from start the activity in Packing dispensing area.
- 6.4 Before starting the Sampling & dispensing area, Officer / Executive Warehouse shall check the area and machine as per **Annexure – I** “Line Clearance Check List for Packing Material Dispensing area”.
- 6.5 Officer / Executive QC shall fill the status in **Annexure – I** “Line Clearance Check List for Packing Material Dispensing Area” and inform to Officer / Executive QA to release the area for dispensing.
- 6.6 Officer / Executive QA shall verify the details as per checklist and record the observation in checklist for line clearance.



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6.7 If any deviation observed during line-clearance, Officer /Executive QA shall inform to Officer / Executive warehouse for corrective action.

6.8 After corrective action Officer / Executive warehouse again inform to Officer / Executive QA to verify the corrective action.

6.9 After complete checking as per checklist, Officer/Executive QA shall give the line clearance of the packing dispensing area by signing on "Line Clearance Label".

7.0 ANNEXURES:

Annexure No.	Title of Annexure	Format No.
Annexure -I	Line Clearance Check List For Packing Material Dispensing Area	

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



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ANNEXURE – I

LINE CLEARANCE CHECK LIST FOR PACKING MATERIAL DISPENSING AREA

Previous Material		Area	
Batch No.		Date/Time(Hrs.)	

S.No.	Check Points	Status (OK / Not OK)	Done By (QC Officer /Exec.)	Checked By (QA Officer/ Exec.)
1.	Check the “ Status Board ” of the dispensing area for following details: Material Name, Batch No., Mfg. Date, Exp. Date, No. of containers and ensure that the details are matching with the BMR of present material to be processed.			
2.	Check the cleanliness of the room and ensure that it is free from the remains of the previous batches.			
3.	Check the Temperature and Relative Humidity (RH) of the Sampling Room (It should be within specified range).			
4.	Check the Calibration Status of the weighing balance.			
7.	Ensure all logbooks of the area (Balance calibration book , Cleaning Log Book and Environmental Monitoring Log Book etc.) are filled Regularly			
8.	Inspect the Waste Bins and ensure they are free from remains of the previous material.			
9.	Check the Approval of packing Materials from QC by Paste Approved Labels on the containers.			
10.	Check and verify the identity of packing materials by item code, Batch no./A.R.No. to be used are as per BPR .			