



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production (External Preparation)	<b>SOP No.:</b>
<b>Title:</b> Packing Material Rejection Stage Wise During Packing	<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 a procedure for packing material rejection, stage wise during packing.

### 2.0 SCOPE:

This SOP is applicable for packing material rejection stage wise during packing, in Production department.

### 3.0 RESPONSIBILITY:

Officer / Executive Production

### 4.0 ACCOUNTABILITY:

Head Production

### 5.0 ABBREVIATIONS:

CB	Corrugated box
Ltd.	Limited
No.	Number
OLR	On Line Rejection
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

#### 6.1 Rejection of Packing Material in three stage

- Primary Packing
- Secondary Packing
- Tertiary Packing

##### 6.1.1 Primary Packing

**6.1.1.1** After receiving Packing Material from the Warehouse, in Primary packing Area Production Officer shall check the detail of Packing Material Like (A.R Number, Batch Number, Quantity) and then QA Officer verify the detail of Packing Material.

**6.1.1.2** Rejection of primary packing material (Tubes, Bottle, Jar,) if the packing Material found with:

- Black particle, White Particle on bottle, tubes, jar. Cap of Bottle/ Cork, Pump
- Misprinting on tubes / Bottle
- Dent in tube, bottle, jar
- Crack bottle
- Leakage bottles, tubes
- Short Height
- Scratched tubes, bottle/jar / pump / cork



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- 6.1.1.3** Affix reject tag on the red carat in which primary packing material placed after visual inspection & separate all reject packing material.
- 6.1.1.4** Production Officer makes (OLR) On Line Rejection of primary packing material and return to warehouse.
- 6.1.2 Secondary Packing:**
- 6.1.2.1** After receiving of secondary packing material from the warehouse, in secondary packing Area production officer shall check the detail of packing material Like (A.R Number, Batch Number, Quantity) & then QA Officer verify the detail of packing material.
- 6.1.2.2** Rejection of secondary packing material (carton, label, insert) if the secondary packing material found with:
- Improper Printing / Misprinting on carton, label & insert.
  - Color variation of label, carton.
  - Dirty carton, label
  - Improper bottom locking of Carton.
  - Short height / length / width of carton.
  - Scratched carton / label
- 6.1.2.3** Affix reject tag on the red carat in which secondary packing material placed after visual inspection & separate all reject packing material.
- 6.1.2.4** Production Officer makes (OLR) On Line Rejection of secondary packing material and return to warehouse.
- 6.1.3 Tertiary Packing:**
- 6.1.3.1** After receiving of tertiary packing material from the warehouse, production officer shall check the detail of packing material like (A.R Number, Batch Number and Quantity) and then QA Officer verify the detail of Packing Material.
- 6.1.3.2** Rejection of Tertiary Packing Material corrugated box (C.B) if the Tertiary Packing Material found with:
- Damaged CB
  - Improper shape size of CB
- 6.1.3.3** Affix reject tag on the tertiary packing material after physical inspection & separate all reject packing material.
- 6.1.3.4** Production Officer makes (OLR) On Line Rejection of Tertiary packing material and return to warehouse.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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### 7.0 ANNEXURES:

Not Applicable

**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No. 01            Quality Assurance
- Controlled Copy No. 02            Production
- 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