



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Reconciliation of Packaging Material	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Reconciliation of Packaging Material.

2.0 SCOPE:

This SOP is applicable to Reconciliation of Packaging Material used in Production Department.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPCR	Batch Production Record
MRN	Material Return Note
No	Number
SOP	Standard Operating Procedure
CQA	Corporate Quality Assurance
Pvt.	Private
Ltd.	Limited
PO	Production Ointment

6.0 PROCEDURE:

6.1 PROCEDURE FOR RECONCILIATION PACKING MATERIAL:

- 6.1.1 Check and ensure that the packing operation is completed.
- 6.1.2 After completion of packing operation, calculation of packaging materials is to be done from packing material reconciliation record as shown in BPCR.
- 6.1.3 Write the quantity issued as per BOM in Column A.
- 6.1.4 Write Online Rejection (if any) in Column B.
- 6.1.5 Write Extra quantity issued (if any) in Column C.
- 6.1.6 Write the total quantity (A-B+C) in Column D.



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- 6.1.7 Write the quantity issued for coding in Column E.
- 6.1.8 Write the quantity rejected during coding in Column F.
- 6.1.9 Write the qty. of Good Coded Material for packing in Column G.
- 6.1.10 Write the quantity of packed finished goods in Column H.
- 6.1.11 Write the quantity of sample attached in BPR in Column I.
- 6.1.12 Write the quantity of control and other sample in Column J.
- 6.1.13 Write the quantity destroyed in Column K.
- 6.1.14 Write the quantity send to store on MRN in Column L.
- 6.1.15 Write the total quantity consumed (H+I+J+K+L) in Column M.
- 6.1.16 Write the reconciliation difference (D-M) in Column N.
- 6.1.17 Calculate the % reconciliation difference (N/D x 100) from Column.

7.0 ANNEXURES:
Not Applicable

ENCLOSURES: SOP Training Record

- 8.0 DISTRIBUTION:**
- Control Copy No. 01 Quality Assurance
 - Control 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