PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Production (External Preparation)	**SOP No.:**
Title: Return of Excess Packaging Material	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a Procedure of Return of Excess Packaging Material.

2.0 SCOPE:

This SOP is applicable to Return of Excess Packaging Material used in Ointment and Oral liquid Packing Area.

3.0 RESPONSIBILITY:

Operating Person: Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPCR	Batch Production Control Record
No	Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 Procedure of Return of Excess Packing Material:

6.1.1 After completion of packing operation check the availability of primary and secondary packaging materials.

6.1.2 Collect the primary packaging material wrap them in double line poly bag and affix the status label of **"Excess Material Return"** as per **Format** on it.

6.1.3 Fill the status label along with their Product Name, Batch No., Item Code, A.R. No. and their Gross weight and Net weight.

6.1.4 Collect the un-coded secondary packaging material (Cartons & Shippers), count their No. and bind the shipper in a bundle and keep the cartons in a box and affix the status label of **"Excess Material Return"** as per **Format** on it.

6.1.5 Fill the status label along with their Product Name, Batch No., Item Code, A.R. No., and there No. available.

6.1.6 Prepare Separate **"Excess Packaging Material Return Note"** as per **Format** for Primary and Secondary Packaging Materials and details shall be recorded in respective BPCR.

6.1.7 Make an entry in SAP & generate material return note, Tag and paste on packing material.

6.1.8 Arrange them on a pallet and send to store.

6.1.9 Attached the Packing Material Return Note with the BPCR after receiving the materials by warehouse.

7.0 ANNEXURES:

Not Applicable.

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