



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Tubes Crimp Coding / Printing System	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Batch coding / Embossing, Engraving on Tubes.

2.0 SCOPE:

This SOP is applicable for Batch coding / Embossing, Engraving on Tubes crimp before start of filling & sealing process Packaging Section of Ointment Section.

3.0 RESPONSIBILITY:

Officer/Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPCR	Batch Production Control Record
MRP	Maximum Retail Price
Mfg.	Manufacturing
No.	Number
PVC	Poly vinyl chloride
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 LAMINATED OR SEAMLESS TUBES: (ON-LINE)

- 6.1.1** During filling & sealing operation of tubes, On-line embossing of batch number/Mfg date/ Expiry date shall be ensured on crimp of the tube.
- 6.1.2** Depending upon the size of tube and space availability on crimp for batch coding SS stereo letter size shall be decided.
- 6.1.3** As per text matter of tube the information required e.g. Batch no. and Mfg. date shall be embossed on either side of tube crimp the emboss coding pattern on crimp shall be separated with letter slash i.e. “/” , Batch No./Mfg date or Batch No./Exp. Date. **E.g. ABAB01/04/22**, where **ABAB01** is the batch number and **04/22** is Mfg. date. Conjugated with slash. For manufacturing date the last two digit of the year shall be considered. If the space for embossing the coding not sufficient then 2nd side of the crimp the remaining information can be embossed.
- 6.1.4** Batch coding pattern on crimp of tube shall be followed as per the party requirement and approval.



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6.1.5 Two sides “I” mark tube shall be used if the two side (front side or rare side of tube) embossing on tube crimp is required.

6.1.6 Make an entry in “**Tube Crimp Coding Approval Record**” As per **Annexure No. I**.

6.2 FOR ALUMINUM TUBES:

6.2.1 In case of Aluminum tube only single side batch coding pattern engrave/Ink jet print on crimp of the tube.

6.2.2 Make an entry in “**Tube Crimp Coding Approval Record**” As per **Annexure No. I**.

7.0 ANNEXURES:

ANNEXURES NO.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Tube Crimp Coding Approval Record	

ENCLOSURE: 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

