STANDARD OPERATING PROCEDURE				
Title: De-Labeling of Bottles				
SOP No.:		**Department:**	Production	
		Effective Date:		
Revision No.:	00	**Revision Date:**		
Supersede Revision No.:	Nil	**Page No.:**	1 of 2	

1.0 OBJECTIVE:
To lay down a procedure for De-Labeling of Bottles.

2.0 SCOPE:
This SOP is applicable for De-Labeling of Bottles in Production area.

3.0 RESPONSIBILITY:
Officer / Executive - Production

4.0 ACCOUNTABILITY:
Head Production

5.0 ABBREVIATIONS:
BMR   Batch Manufacturing Record
IPA   Iso Propyl Alcohol
Ltd.   Limited
No.   Number
Pvt.   Private
QA   Quality Assurance
SOP   Standard Operating Procedure
BPR   Batch Packing Record
UV   Ultra Violet

6.0 PROCEDURE:

6.1 During labeling operation, Bottles are rejected due to improper pasting, Peeling off the label, smudging of coding details, partial overprinting matter defects etc.

6.2 Arrange label rejected bottles vertically in trays.

6.3 Do the wet mopping of bottles label by lint free cloth and wait for few minutes.

6.4 Ensure that during de-labeling process bottles do not dip completely into water inside the tray.

6.5 Ensure that any sharp edge utensil i.e. knife, blade shall not be used for de-labeling of bottles.

6.6 Ensure that bottles shall not be scratched during de-labeling.

6.7 Manually remove label from all the bottles and clean them properly.

6.8 Count all the de-labeled bottles and make entry in BPR.

6.9 After QA approvals re-label these bottles.

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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