

PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Destruction and Disposal of Rejected Packaging Materials

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 Destruction and Disposal of Rejected Packaging Materials.

2.0 SCOPE:

This SOP is applicable for Destruction and Disposal of Rejected Packaging Materials in Production area.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

Ltd. Limited

SOP Standard Operating Procedure

No. Number

QA Quality Assurance MFG Manufacturing

BPR Batch Packing Record

PVT Private

6.0 PROCEDURE:

- **6.1** Collect all the rejected packaging materials after completion of the Batch Packing.
- **6.2** Count them item wise i.e. Labels, Unit Cartons, Literatures, Poly Bags Shippers etc. & record in respective BPR.
- **6.3** Rejected Packaging Materials like Labels, Unit Cartons, and Literatures shall be destroyed by Manual Tearing / By Paper Shredding Machine, in presence of QA officer.
- **6.4** Ensure that No Printed Packaging Material is left without Tearing / Shredding to avoid its misuse.

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



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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