



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Labeling and Packing of Filled and Sealed Respules In Form, Fill Seal Section

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 Labeling and packing of Filled and Sealed Respules in FFS section.

2.0 SCOPE:

This SOP is applicable for Labeling and packing of Filled and Sealed Respules in FFS section.

3.0 RESPONSIBILITY:

Officer / Executive - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPCR Batch Production and Control Record
FFS Form, Fill Seal
Ltd. Limited
No. Number
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

- 6.1 Take the line clearance before starting the labeling activity, load the pre- printed approved Label roll on the labeling machine.
- 6.2 Only good respules (visual inspected), shall be allowed to move on the conveyor of Labeling machine (A Five respules set to be labeled at a time, if any loose, then put total five respules on Labeling conveyor belt for the labeling or as per Packing Style mentioned in BPCR).
- 6.3 The labeled respules shall be checked for the proper pasting of the Label, if required then manually press the label by soft brush/sponge manually.
- 6.4 Five labeled respules shall be packed in the individual Carton (or as per Packing Style mentioned in BPCR).
- 6.5 Cartons shall be arranged in a white box, it should be labeled as require details (24 cartons in a white box, or as per Packing Style mentioned in BPCR).
- 6.6 All the weighed white boxes, shall be packed in a Corrugated Box, it should be labeled as require details (6 white boxes in a Corrugated Box, or as per Packing Style mentioned in BPCR).
- 6.7 Packed Corrugated Boxes shall be stacked separately batch wise, counted/weigh and recorded in respective BPCR.
- 6.8 Packed corrugated boxes shall be arranged on the pallets in maximum five stacks.



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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