STANDARD OPERATING PROCEDURE

Title: Preparation, Printing, Checking and Application of Shipper Label

SOP No.:		**Department:**	Production	
		Effective Date:		
Revision No.:	00	**Revision Date:**		
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1.0 OBJECTIVE:

To lay down a Procedure to preparation, printing, checking and application of shipper label.

2.0 SCOPE:

This SOP is to preparation, printing, checking and application of shipper label in Packing Area of Injectable section.

3.0 RESPONSIBILITY:

Officer / Executive Production.
Officer / Executive IPQA.

4.0 ACCOUNTABILITY:

Head Production.

5.0 ABBREVIATIONS:

BPCR   Batch production and control record
BPR   Batch packing record
Mfg.   Manufacturing
MRP   Maximum retail price
QA   Quality assurance

6.0 PROCEDURE:
6.1 TO PREPARATION, PRINTING, CHECKING AND APPLICATION OF SHIPPER LABEL:

6.1.1 Preparation of shipper label.

6.1.1.1 All the shipper labels shall be taken from SAP.

6.1.1.2 Log in SAP in manager ID then take command zpslip.

6.1.1.3 Fill all the following entries from the BPR.

Material

Batch no.

Plant

Customer name

Total slip

MRP per pack

Storage condition

Packed by

(Note: mfg. exp. will be taken automatically by the SAP)

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MFR. License (If required).

6.1.1.4 Take print preview.

6.1.2 **Printing of shipper label:**

6.1.2.1 If the print preview okay then take a shipper label printout.

6.1.2.2 Shipper label shall be checked by production chemist and counter verified by QA chemist.

6.1.2.3 Approved slip shall be attached in respective BPR.

6.1.2.4 Print the shipper label as per issued corrugated boxes.

6.1.2.5 All the print shall be kept in plastic folder and attached in respective BPR, whenever required take from this folder.

6.1.2.6 If needed to extra print, then inform to QA the next print shall be taken from QA SAP ID.

6.1.2.7 No photocopy shall be use.

6.1.2.8 Some of parties packing slips are not under SAP command such as Lupin, Mankind, Magnet etc, and packing slips of these products shall be taken by system with QA authorization only, as per required quantity.

6.1.3 **Shipper label checking and application:**

6.1.3.1 At the time of shipper weighing, all the entries shall be done in shipper label.

6.1.3.2 Weight of shipper shall be taken from the respective print and mention on respective shipper label.

6.1.3.3 All the shipper label shall have supervisor name stamp, signature and date.

6.1.3.4 Affix the shipper label with gum/adhesive.

6.1.3.5 Shipper label shall be cover with wide cello adhesive tape.

6.1.3.6 All the shipper labels shall be accountable in respective BPR reconciliation shall be done for each and every shipper labels.

7.0 **ANNEXURES:**
Not Applicable.
ENCLOSURES: SOP Training Record.

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8.0   DISTRIBUTION:
- Controlled Copy No. 01   Quality Assurance
- Controlled Copy No. 02   Production
- Master Copy   Quality Assurance

9.0   REFRENCES :
Not Applicable.

10.0   REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By