PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Decartoning of Bottles

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

To lay down a Procedure for Decortoning of bottles.

2.0 SCOPE:

This SOP is applicable for Decortoning of bottles in Oral Liquid Section.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BOM	Bill of Material
Ltd.	Limited
Pvt.	Private
SOP	Standard Operating Procedure
SS	Stainless Steel

6.0 PROCEDURE:

6.1 Ensure the Decartoning area shall be cleaned and free from the previous product material (bottles) and affixed as **CLEANED LABEL**.

6.2 Receive the empty bottle of the proposed batch inside the decartoning area through the pass box and keep on pellets.

6.3 Open the box and remove the outer packing material (Corrugated box) safely to avoid any damage situation.

6.4 Remove the Corrugated boxes scraps from the decartoning area and then clean the area to maintain the area free from the dirt/shredded particle of Corrugated Box.

6.5 Finally open the inner packing material (polythene bags) to remove the bottles from the bags on the SS table.

6.6 Check the bottle specification against the standards mentioned in BOM for its correct use like shape, size and color etc.

6.7 Load the empty bottles in the cleaned trays and then Transfer the bottle through hatch/flush window in bottle washing area for washing the bottles.

6.8 Record the bottle decartoning activity in the equipment usage log book.

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7.0 ANNEXURES:

Not Applicable.

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