



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Removal of Scrap from Production & Packing Area

<b>SOP No.:</b>		<b>Department:</b>	Production
		<b>Effective Date:</b>	
<b>Revision No.:</b>	00	<b>Revision Date:</b>	
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	1 of 3

### 1.0 OBJECTIVE:

To lay down a procedure for the Removal of Scrap from Production & Packing Area

### 2.0 SCOPE:

This SOP is applicable for the Removal of Scrap from Production & Packing Area.

### 3.0 RESPONSIBILITY:

Officer / Executive - Production

### 4.0 ACCOUNTABILITY:

Head - Production

### 5.0 ABBREVIATIONS:

IPA	Isopropyl Alcohol
Ltd.	Limited
LVP	Large Volume Parenteral
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure
SS	Stainless Steel

### 6.0 PROCEDURE:

#### 6.1 REMOVAL OF SCRAP FROM PRODUCTION AREA:

- 6.1.1 Clean the scrap collecting pallet with 70% IPA solution before start of LVP filling machine.
- 6.1.2 The scrap coming out through conveyor belt will be collected in poly bags & kept on pallet.
- 6.1.3 Weigh all the poly bags of scrap & lumps and put the status label on bags.
- 6.1.4 After completion of filling of batch, load the all the scrap and lumps bags on SS trolley / hydraulic trolley & transfer the same to scrap room.
- 6.1.5 Now drop the scrap and lumps bags to the scrap duct
- 6.1.6 From duct collect scrap and transfer to scrap yard for the disposed as per SOP.

#### 6.2 REMOVAL OF SCRAP FROM PACKING AREA:

- 6.2.1 Clean the scrap collecting pallet with 70% IPA solution before start of Packing Line.
- 6.2.2 After completion of packing count and weighing the rejected packing materials i.e.; Carton, Label, Insert, poly pouch and Rejected Bottle are kept in a poly bags.
- 6.2.3 Record the rejection detail in the respective log book and BPR.



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**6.2.4** Collect the poly bags having scrap and drop from the scrap duct.

**6.2.5** Transfer to scrap from scrap collecting point to scrap yard for the further processing as per SOP.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Plastic Scrap Transfer Record	

**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:

- SOP Titled "Scrap Management".

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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

