PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE				
Title: Transfer of Filled Sterilized Bottle from Unloading Area to Packing Area				
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 transfer of filled sterilized bottle from unloading area to packing area.

2.0 SCOPE:

This SOP is applicable for transfer of filled sterilized bottle from unloading area to packing area.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BMR	Batch Manufacturing Record
IPQA	In process Quality Assurance
Ltd.	Limited
No.	Number
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 Before transfer of sterilized bottles from unloading area to packing hall, check the cleanliness of packing area & Line clearance of packing hall for the same batch.

6.2 Ensures that the BMR is complete till the final operation.

6.3 Before transfer of sterilized filled bottles, ensure that the sterilization graph is verified by the production & IPQA with respect to set parameter. .

6.4 Before transfer to packing area verify that the bottles are at normal temperature and outer surface of the bottles are dried and ready for the packing purpose.

6.5 Open the hatch sliding door, connecting to unloading area and packing hall, and transfer the sterilized bottles along with trolley to packing hall, one by one, through the sliding door.

6.6 After transfer of sterilized bottles to packing hall close the sliding door of the unloading area using lock & key system to avoid the mix up of the batch.

6.7 Verify the 'Status Label' & transfer quantity of sterilized bottles as per BMR and on each trolley containing filled and sealed bottles.

6.8 Complete BMR shall be handed over to the Packing Area Officer for the further processing.

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 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