STANDARD OPERATING PROCEDURE

Title: Transfer and Receipt of Dispensed Packaging Material from Store

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 and Receipt of Dispensed Packing Material from Store.

2.0 SCOPE:

This SOP is applicable for Transfer and Receipt of Dispensed Packing Material from Store to Production Area.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

A.R No.	Analytical Report Number
BMR	Batch Manufacturing Record
Ltd.	Limited
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 PACKAGING MATERIAL – PRIMARY AND SECONDARY PACKAGING MATERIAL:

6.1.1 Check the Packing Material Boxes / Bundles (Glass Vials, Rubber Bungs, Aluminium Seals, Vials, Nozzle, Cap, Labels, Cartons, Shippers, and Leaflet etc.) and verify with Packing Material Requisition Slip.

6.1.2 Ensure that each box / bundle has identity label and approved label.

6.1.3 Verify all primary and secondary material with Material Requisition Slip & Batch Manufacturing Record (BMR) for its quantity and A.R.No.

6.1.4 Verify all primary & Secondary Packaging Material packet / box having **"Packaging Material Identification Slip".**

6.1.5 Verify the AR. No. mentioned on issue slip with material requisition cum issue slip.

6.1.6 Transfer all the primary & Secondary Packing Material in respective area of production for further processing.

6.1.7 Transfer all the over printable packaging material to the Coding Area.

6.1.8 Store the coded packing materials separately or under lock and key condition.

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6.1.9 Bring all the over printed packing materials in packing area at the time of use for further packing operation**.**

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