



PHARMA DEVILS

SOP FOR DISPENSING AND DELIVERY OF PACKING MATERIAL

SOP No.:

1.0 OBJECTIVE:

To lay down the procedure for dispensing and delivery of packing Material.

2.0 SCOPE:

This SOP is applicable for Dispensing and delivery of Packing Material.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP.

4.0 PROCEDURE:

4.1 Production Executive shall submit the Packaging work Order for any particular batch or batches of a product duly filled and signed to Executive stores for issuance of approved packaging materials.

4.2 After receipt of Packaging work Order of a batch or batches of the same product, the Executive stores shall make entries in Packaging Material Stock Register as per First In/ First Out basis.

4.3 Packaging Materials for over printing shall usually be issued first as per Packaging work Order and the corresponding entries of the stock register are made in Packaging work Order and same shall be duly signed by Executive stores after issuing and Production personnel after receiving the required packaging materials.

4.4 Packaging materials not to be over printed shall be issued to Production and the corresponding entries of the stock register are made in Packaging work Order. Packaging work Order shall be duly signed by Executive stores after issuing and Production personnel after receiving the required packaging materials.

4.5 Stores personnel shall affix the Packaging Material Tag duly filled and signed on the issued lots of packaging materials of a batch instead of all individual containers.

4.6 During the Issuance operation Store and Production Executive / QA Executive shall check each material for its.

4.7 Physical status of shipper / container / packing from which packaging material is to be issued.

4.8 Name of the material

4.9 A.R. No.

4.10 Specifications (Item Code)

4.11 Product Name

4.12 Batch No.

4.13 Quantity/Gross Wt./Tare Wt./Net Wt.

4.14 Labels, Cartons are received in standard packing and are verified at the time of receipt and the same are issued in numbers by counting. If there is less quantity to be issued than the standard pack the same is issued by counting in numbers. Packaging inserts, spike caps and all other materials to be issued in large quantities where counting is difficult are to be weighed on a balance and subsequently issued. Executive /QA Executive Packaging Material



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Store shall find out the average weight of unit material by finding the average weight of 10 or 100 units. Calculate the required weight to be issued by multiplying the average weight of unit material and quantity in numbers.

- 4.15 Before starting the Issuance, Executive / QA Executive stores & production shall ensure the cleanliness of the area. Record all observations in Line Clearance Record as per SOP no----- All packaging materials dispensed by weight are recorded in Packaging Material Issuance Record
- 4.16 Precaution shall be taken that only one item shall be issued at a time.
- 4.17 After completion of weighing of material its respective Packaging Material tag shall be attached with each lot of container containing the issued packaging materials. It shall be counter checked by the Production Executive /QA Executive and duly signed in 'received by column'.
- 4.18 All issued packaging materials of a batch or batches of the same product shall be transferred in sealed shippers / containers to the respective Production section and shall be kept on clean pallets in a secured place.
- 4.19 BOPP tapes are issued in numbers and wherever remainder of a roll remains the same may be returned by weight. For example if tape of 65 meters weigh 650 gm and remainder of the roll say 450 gm is returned the same shall be taken through the material returned note as equivalent to 45 meters. During issuing of BOPP tape in subsequent batches remainder tapes will be issued by weight giving equivalent in meters.

5.0 SAFETY AND PRECAUTIONS:

6.0 REVISION HISTORY:

Revision No	Reason for revision	Superseded from and date
00	New SOP	

7.0 REFERENCES:

Not Applicable

8.0 ABBREVIATIONS AND ANNEXURES:

- NO : Number
- Qty. : Quantity
- A.R. : Approved report
- QA : Quality assurance
- SOP : Standard operating procedure



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9.0 ANNEXURE

- Annexure-I : Dispensing Label
- Annexure-II : Loose Container label
- Annexure-III : Dispensing of Log Book



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Annexure-I

Dispensing Label

Item _____

Item Code _____ Gross Wt/no.. _____

A.R. No _____ Tare Wt. _____

Net Wt/no. _____

Product Name _____

Batch No _____

Dispensed By _____ Date _____

Checked By _____ Date _____



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Annexure-II

Loose Container Label

Item : _____

Item Code _____ Qty. _____

Count No _____ Of _____ Net Wt. _____

Date	Work order No	Qty. issued to Production Order (No)	Balance Qty. (No)	Issued By

