



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Retesting procedure for Packing Material	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE:

To lay down the procedure for Retesting of Packaging Material.

#### 2.0 SCOPE:

This SOP shall be applicable for all approved packaging material, lying in the Packaging Material store.

#### 3.0 RESPONSIBILITY - Execution -Executive QC

Checking - Assistant Manager QC

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE

- 5.1 Assign the 2 years retesting period for Packaging Material.
- 5.2 Receive the information from store one month in advance for the material due for retesting.
- 5.3 As per retesting list of respective P.M. status , sample the P.M. as per current version of SOP.
- 5.4 Cross the “APPROVED LABEL” with black marker on all boxes and affix “UNDER RETEST LABEL” at least one label for each pellet of PM consignment.
- 5.5 Sample the material as per current version of SOP.
- 5.6 Carry out the testing as per the test mentioned in Annexure-I for respective packaging materials.
- 5.7 Release the material as per the current version of SOP.
- 5.8 Prepare retest report, check and get it signed by Manager QC or his/her designee.
- 5.9 On approval, Affix “APPROVED” label with new retesting date on all the containers.
- 5.10 If material is rejected, Affix “REJECTED” label on each container.
- 5.11 If material is partially REJECTED, affix APPROVED label for the approved part and rejected label for the REJECTED part.
- 5.12 Keep the record of retesting in separate file.



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#### 6.0 SAFETY & PRECAUTIONS:

Not Applicable

#### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date

#### 8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

#### 9.0 REFERENCES:

SOP "Sampling of Packing Material"  
SOP "Handling of samples received in QC Department"

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

No. : Number

Dept. : Department

P.M. : Packaging Material

QC : Quality Control

**Annexure-I** : Test for Retesting of PM



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### ANNEXURE-I

#### TEST FOR RETESTING OF PACKAGING MATERIAL

**Note** – Check physically all Under Retest material if any discrepancies inform QC In-charge.

S.No.	Packaging Material	Tests
1.	Plain Aluminium Foils	Description, Pin holes
2.	Printed Aluminium Foils	Description, Shade variation, Pin Hole
3.	Corrugated Box	Description, Rusting on staple, Size
4.	Silica bag	Description, Loss on drying
5.	Carton / Catch cover	Description, Shade variation, Pasting
6.	Label / Pack Insert	Description, Shade variation
7.	Shrink film / BOPP Tape	Description