



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Verification of Packaging Material Shipment	<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 a procedure to verify the Packaging Material Consignments during sampling.

#### 2.0 SCOPE:

This Procedure is applicable for all Consignments of various Packaging Materials received for QC department.

**3.0 RESPONSIBILITY** – Execution - Executive QC.  
Checking - Assistant Manager QC.

**4.0 ACCOUNTABILITY** - Manager Quality Control

#### 5.0 PROCEDURE:

5.1 During sampling of the packaging material, check that all packaging material is received with proper Packing, Labelling and free from any unwanted contamination (i.e. free from oil spot, spitting spot, not in wet condition etc.).

5.2 Check on each box / Roll received with proper labelling and label should contain name of Packaging material, supplier name, quantity and delivery date as per the Challan.

5.3 Check that the boxes/Bags of all Cartons / Catch covers/Inserts/Labels/Sticker Labels should be preferably in a specific bundle pack with paper sleeve & Packed in transport worthy corrugated shipper with sufficient cushioning material (if required) to avoid damage in transits.

5.4 Check, all Foils (Plain and Printed), PVC, PVDC rolls received, in following manner:

5.4.1 Rolls shall be packed in a polybag or wrapped with a plastic film

5.4.2 Rolls shall be packed in a transport worthy corrugate shipper with proper packing to avoid damage during transits.

5.4.3 Rolls should be free from telescopic, loose winding and edges of rolls are free from any damage.

5.4.4 For PVC & PVDC, plastic plugs are used in core side of rolls for protection of core.

5.5 Shrink Film Rolls should be packed in a polybag or wrapped with transparent Plastic



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Film & Pouch Film rolls should be wrapped with plastic film or Strong Kraft Paper.

5.6 Winding direction should be as per approved drawing.

5.7 Check that corrugated box received is in proper condition, Protected from rain, sun & heat.

#### 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Revision No.	Reason for Revision	Superseded from & Date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:

Not Applicable

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control



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A.R. No. : Analytical report number

RM : Raw Material

Sr. No.: Serial number

Qty. : Quantity

PVC : Poly Vinyl Chloride

PVDC: Poly Vinylidene Chloride

Al : Aluminium

Dept. : Department

**Annexures:** Not Applicable