



# PHARMA DEVILS

## PRODUCTION DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> SOP for Change of Aluminum Foil during packing	<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 for change of the aluminum foil during packing.

#### 2.0 SCOPE:

This procedure is applicable to the change of the aluminum foil during packing in production department.

#### 3.0 RESPONSIBILITY:

Technical associate, Officer and Executive – Production Department  
Manager – Production Department

#### 4.0 DEFINITION(S):

NA

#### 5.0 PROCEDURE:

- 5.1 Attach the signed initial specimen/proof of the aluminum foil along with the stereo impression in the BPR. In case of embossing the blisters with the embossing details are to be attached instead of the aluminum foil.
- 5.2 Check the aluminum foil for its correctness at each change of roll with respect to product name, item code.
- 5.3 Attach the signed specimen of rolls of all aluminum foil with BPR.
- 5.4 Attach a signed specimen of the aluminum foil to the BPR whenever a joint is observed.
- 5.5 Ensure that the specimen copy should include both the ends of the aluminum foil attached to the joint.



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#### 6.0 ABBREVIATION(S):

BPR : Batch Packing Record  
SOP : Standard Operating procedure

#### 7.0 REFERENCE(S):

NA

#### 8.0 ANNEXURE(S):

Nil

#### 9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy( s)** : Production department, Quality Assurance
- 9.3 **Reference copy (s)** : Production department