



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Change of Aluminium foil during packing	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

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.

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



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9.2 **Controlled copy(s) :** Production department, Quality Assurance

9.3 **Reference copy (s) :** Production department