



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

|   |                        |
|---|------------------------|
| <b>Department:</b> Production                             | <b>SOP No.:</b>        |
| <b>Title:</b> Return of Excess Packing Material to Stores | <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 return of excess packing material to stores.

### 2.0 SCOPE:

This SOP is applicable for return of excess packing material to stores.

### 3.0 RESPONSIBILITY:

Officer/ Executive Production Department- for execution

Head Production Department- shall ensure compliance of the SOP

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 After completion of the packing activity, reconcile the primary/ secondary packing material in the prescribed format given in the respective BPR as per SOP.
- 5.2 Clean the inner core and outer surface of each roll of PVC, PVC / PVdC and Aluminum Foil by using clean lint free dry cloth.
- 5.3 For Primary Packaging material wrap each roll of printed aluminum foil, PVC/ PVDC, ROPP cap, bottles, in the polythene bag and label it as 'EXCESS RETURNED -PACKING MATERIAL" as per reference SOP.
- 5.4 Wrap each roll of secondary packing material such as sticker roll label material in the polythene bag and label it as 'EXCESS RETURNED -PACKING MATERIAL" as per reference SOP.
- 5.5 Excess quantity of secondary/Tertiary Packaging material if not used such as 3 ply inners, measuring cup, dropper, spoons, cold dog can be returned to stores and label it as 'EXCESS RETURNED - PACKING MATERIAL" as per reference SOP.
- 5.6 Record the quantity of unused plain aluminum foil , PVC, PVC/PVDC film, Printed foil, roll form label packing material issued for a batch in the BPR and return the quantity to Stores and label it as 'EXCESS RETURNED -PACKING MATERIAL" as per reference SOP and get it verified by Q.A. Officer.



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- 5.7 If the material is issued through Additional Raw/Packing Material Requisition sheet then return the excess quantity to stores and record the details in 'EXCESS MATERIAL RETURN SLIP' as per Annexure - I and label it as 'EXCESS RETURNED -PACKING MATERIAL' as per reference SOP and get it verified by QA Officer.
- 5.8 Destroy all unused Pre printed Packing material such as leaflet, cartons, catch covers, rejected and overprinted secondary packing material (i.e. cartons, labels, shipper, inners) as per SOP. Pre printed packing material such as Printed foil roll form label can be returned to stores as mentioned in Sr. No. 5.6.
- 5.9 In case of change in pack size or plan, entire dispensed packing material is to be returned to the stores on 'Material return note' Annexure –IV as per reference SOP.

### 6.0 ABBREVIATION (S):

PVC : Poly Vinyl Chloride  
PVdC : Poly Vinylede-ene Chloride  
Q.A. : Quality Assurance  
SOP : Standard Operating Procedure  
BPR : Batch Packing Record

### 7.0 REFERENCE(S):

SOP: Reconciliation & destruction of packing materials  
SOP: Status labeling  
SOP: Handling of batch returned material to stores

### 8.0 ANNEXURE(S):

Annexure-I : Excess material return slip

### 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(N2)



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### ANNEXURE I

### EXCESS MATERIAL RETURN SLIP

**Material Issued for Product:** \_\_\_\_\_

**B. No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

| Item Code | Description of Material | A.R. No. | Quantity | Remarks |
|-----------|-------------------------|----------|----------|---------|
|           |                         |          |          |         |
|           |                         |          |          |         |
|           |                         |          |          |         |
|           |                         |          |          |         |
|           |                         |          |          |         |
|           |                         |          |          |         |

**Prepared By (Production)**

**Checked By (QA)**

**Received By (Stores)**

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