



Standard Operating Procedure

Title: Component return procedure from packaging floor

Department	Packaging	Document no	MAN-125		
Title	Component return procedure from packaging floor				
Prepared by:		Date:		Supersedes:	
Checked by:		Date:		Date Issued:	
Approved by:		Date:		Review Date:	

1.0 **DOCUMENT OWNER**
Production Manager

2.0 PURPOSE

This procedure describes the steps to be followed when there are [packaging components](#) to be returned to the warehouse after the packaging operation has been completed.

3.0 SCOPE

This procedure defines how to return all surplus packaging components to the Warehouse on completion of a Packaging lot. SOP for [Reconciliation of Packaging Components](#) details the procedure to be followed for Finished Goods, Samples and Reject Material.

RESPONSIBILITY

4.0 It is the responsibility of the Packaging Manager to ensure that this procedure is followed and used appropriately.

4.1 Quality and GMP

Adherence to this procedure is a [GMP requirement](#). All relevant GMP rules must be followed; this includes correct documentation practices. Any deviation from this procedure is to be reported to Packaging Manager and Quality Team.

4.2 Safety

Correct lifting / manual-handling methods should be used at all times. If you have not been trained in manual handling, advise your supervisor or Manager.

5.0 PROCEDURE

5.1 Determining Quantities

5.1.1 All surplus packaging components returned to the warehouse are to be placed on a clean pallet and the pallet moved away from the packaging line, to allow line clearance to commence.

5.1.2 Ensure each full container or roll of return components is identified and clearly labelled with its Quantity, Component Item Code and Delivery Number or laboratory batch number.



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6.0 Definition

Component	Materials issued to a batch according to the Bill of Materials
Item Code	Component or Material Identification Code
Delivery Number	Component Delivery number or Laboratory Batch number
BPN	Batch Production Number

7.0 Related Documents

Form-125	Batch Reconciliation Sheet for Tablet Packing
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8.0 Summary of Changes

Version #	Revision History
MAN-125	New.

End of Procedure



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Defective Components:

Packaging use only				
Material Code	Lab. Batch Number/Delivery Number	Quantity	Rejected label applied by	Date

Return Completed:

Warehouse sign		Date	
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Component Transfer:

Material Code	Lab. Batch Number/Delivery Number	Quantity			
From BPN		To BPN			
Completed by		Date		Time	



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Note:

- 1) The amount recorded in the "quantity column" is to equal the amount recorded on the pallet ID card for **all pallets**.
- 2) The operator must check and sign for the correct quantity of each pallet before booking out the pallet.
- 3) Record quantity on pallet ID card **without** lab samples.
- 4) GBS stands for Goods Booking Slip #

PALLET No	LAST SHIPPER LABEL Number	Pallet QTY	SIGN	GBS	PALLET No	LAST SHIPPER LABEL Number	Pallet QTY	SIGN	GBS	
1					11					
2					12					
3					13					
4					14					
5					15					
6					16					
7					17					
8					18					
9					19					
10					20					
Comments										
Name:				Sign:				Date		