

Standard Operating Procedure

Title: Finished Goods Transfer to Quarantine and Distribution Warehouse

- 2.6. Production operator who assemble the pallet should sign and date in the required section. One Authorised operator will check the lot and conforms by signing and date the GBS form. Print a copy of Pallet Booking Information Form (Form-540) and enter the booking information on the form. Sign the form after entering each pallet data.
 - 2.7. Place one copy of the Goods Booking Slip into a pouch. Attach the pouch securely to the base of the pallet identification card..
 - 2.8. The pallet will be securely shrink-wrapped with the pallet card. DO NOT attach tape to shipper itself, as this will cause the shipper to tear when removed.
 - 2.9. Transfer the completed pallet into the WIP 4 area and contact warehouse staff to collect the pallets. The pallet will have the Pallet ID card and the Goods Booking Slip attached to it. The Laboratory samples, completed MI sheet, Batch Reconciliation Sheet and the Pallet Booking Information Record will be kept as a part of the batch Documents and send to Quality Assurance for checking for release.
 - 2.10. The Warehouse operator will collect the pallet and check for conformance. Fill up the Warehouse to fill Up Section of the form. Write the date pallets are collected from the WIP 4 and transferred to Finished Goods Quarantine. The receiving operator will sign and date the receipt of the pallets. An authorised operator will check the lot and sign and date the receipt.
 - 2.11. After the goods are moved to quarantine, warehouse operator has to write the storage bin and sign and date the GBS form.
 - 2.12. The form will be kept in the warehouse office and completed by signing and date the movement from Quarantine to Finished Goods Store after QA will release the batch. Released Stickers Form-085 will be provided by QA one per pallet for the BPN. Warehouse staff has to attach those stickers on the pallets before transferring to finished goods store.
 - 2.13. The completed Goods Booking Slip will be kept in the warehouse file for future reference.
3. Last Pallet of an Operation
- 3.1. Production operator has to tally the count of the last shipper of the batch and enter on the MI Sheet. (See SOP WAR-080).
 - 3.2. Ensure Partial shipper/box is marked with a PARTIAL SHIPPER sticker Form-215. Write the quantity of the partial shipper. Adjust the shipper label of the partial shipper with the actual quantity and sign the correction.
 - 3.3. Ensure the pallet is identified with a Pallet ID card stating:
 - Product code
 - Product Name
 - Batch Production Number
 - Production Line
 - Pallet number
 - Partial Pallet Quantity
 - Two production operators will check the pallet for conformance, Sign and date the ID card.

NOTES

1. Separate Product Codes are to be held on separate pallets.
2. Part releases may be arranged before the completion of a batch.