

Standard Operating Procedure

Packaging Materials Handling

1. Purpose

To establish a standard method for the handling, storage, and issuance of packaging materials to ensure quality and prevent contamination or mix-up.

2. Scope

This procedure applies to all personnel responsible for receiving, handling, storing, and issuing packaging materials in the facility.

3. Responsibilities

- **Warehouse Staff:** Receive, inspect, store, and issue packaging materials as per procedure.
- **Quality Control:** Inspect and approve packaging materials before release for use.
- **Production Supervisor:** Ensure only approved materials are used in production.

4. Procedure

1. Receipt:

- Check incoming packaging materials against delivery documents.
- Inspect for physical damage and correct labeling.
- Segregate and label as 'Quarantine' until QC approval.

2. Storage:

- Store materials in designated, labeled locations.
- Store away from chemicals or incompatible materials.
- Follow FIFO (First In, First Out) system.

3. Issuance:

- Issue only approved and released materials.
- Maintain issuance records, including batch/lot numbers.

4. Return of Unused Materials:

- Check for contamination or damage before return to storage.
- Update inventory records accordingly.

5. Housekeeping:

- Keep storage areas clean and organized at all times.

5. Records

Record Type	Retention Period	Location
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Incoming Materials Log	2 Years	Warehouse
Issuance Register	2 Years	Warehouse
QC Release Note	2 Years	QC Office

6. Revision History

Revision	Date	Description
00	2024-06-17	Initial issue