

Standardized Procedure for Packing Line Clearance

1. Purpose

To ensure that the packing line is free from any previous product, components, and documents before starting a new batch.

2. Scope

This procedure applies to all packing operations in the production facility.

3. Responsibilities

- **Packing Operator:** To perform initial line clearance checks.
- **Packing Supervisor:** To verify and document the clearance.
- **Quality Assurance:** To review and approve the clearance before starting new operations.

4. Procedure

1. Stop all packing operations and remove all products and components from the line.
2. Clean and inspect all equipment, workstations, and surrounding areas.
3. Check the following items:
 - o No left-over materials (labels, cartons, instructions, etc.).
 - o No remnants of previous batch or product.
 - o Correct product materials for the next batch are available and properly labeled.
 - o Printing units are free from previous codes and data.
4. Update all production records and cross-check with the reconciliation of material usage.
5. Sign and document completion of line clearance in the designated form.
6. Notify QA for final inspection and approval to initiate new batch packing.

5. Line Clearance Checklist Sample

| Item | Checked | Remarks |
|--|---------|---------|
| Removal of previous product/materials | | |
| Cleaning of packing area | | |
| Removal of obsolete documents | | |
| Correct batch/product material present and labeled | | |
| Printing units cleared of previous information | | |

6. Documentation

All completed checklists and clearance records shall be maintained as per the company documentation policy.

Packing Operator

Packing Supervisor

QA Inspector