**REFERENCE DOC NO :** SIPL/SOP/PR/01

(GROUP A)

## SAIPRO INDUSTRIES PVT LTD

BATCH QUALITY CONTROL RECORD

PRODUCT NAME :

BATCH SIZE :

1.

2.

3.

4.

5.

6.

TOTAL (in Kgs) =

BATCH NO:

CUSTOMER NAME:

MFG DATE:

EXPIRY DATE:

DATE:

**LINE CLEARANCE CHECKLIST FOR WAREHOUSE *RM DISPENSING***

|  |  |  |
| --- | --- | --- |
| **Product:** |  | **Batch No. :** |
| **Previous Product:** |  | **Batch No. :** |
| **Area:** |  | **Date :** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Check List** | **Ok/Not Ok/ NA** | **Checked By** | **Verified By** |
| 1. | Check and ensure that the area /equipment are visually clean & “CLEANED” label attached to the equipment |  |  |  |
| 2. | Ensure the area is free from previous product and unwanted materials |  |  |  |
| 3. | Ensure the temperature and relative humidity are within the specified limit |  |  |  |
| 5. | Check the proper gowning of personnel |  |  |  |
| 6. | Check the present status of label which shows the detail of activity |  |  |  |
| 8. | Ensure that the weighing balances are Verification |  |  |  |
| 9. | Check the Previous batch Raw Material not on the floor |  |  |  |
| 10. | Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept. |  |  |  |
| 11. | Ensure that the Riser filters Grill are cleaned after every product changeover. |  |  |  |

Checked By (sign/ date): Verify By (sign/ date): (Warehouse) (IPQC)

MANUFACTURING EQUIPMENTS

|  |  |  |
| --- | --- | --- |
| **MACHINE & EQUIPMENTS** | **CLEANED BY** | **CHECKED BY** |
| BLENDER 1 (500 KG) |  |  |
| BLENDER 2 (500 KG) |  |  |
| BLENDER3 (100 KG) |  |  |
| BLENDER 4 (15 KG) |  |  |
| VIBRO SIFTER 1 |  |  |
| VIBRO SIFTER 2 |  |  |
| VIBRO SIFTER 3 |  |  |
| SIEVE |  |  |
| MEGNATIC GRILL |  |  |
| SAMPLING SPOON |  |  |
| MACHINE DISMENTALING TOOL KIT |  |  |
| CLEANING CLOTH |  |  |
| VACUUM CLEANER / BLOWER |  |  |

Checked By (sign/ date): Verified By (sign/ date): (Production) (IPQC)

**LINE CLEARANCE CHECKLIST FOR PROCESSING (*WEIGHING/BATCHING/SFG*)**

|  |  |  |
| --- | --- | --- |
| **Product:** |  | **Batch No. :** |
| **Previous Product:** |  | **Batch No. :** |
| **Area:** |  | **Date :** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Check List** | **Ok/Not Ok/ NA** | **Checked By** | **Verified By** |
| 1. | Check and ensure that the area /equipment are visually clean & “CLEANED” label attached to the equipment |  |  |  |
| 2. | Ensure the area is free from previous product and unwanted materials |  |  |  |
| 3. | Ensure that Blender B1, B2 & B3 with Vibro sifter is clean and dust free. |  |  |  |
| 4. | Ensure the temperature (25°C ± 2) and relative humidity (60 ± 5) are within the specified limit |  |  |  |
| 5. | Check the proper gowning of personnel |  |  |  |
| 6. | Check the present status of label which shows the detail of activity |  |  |  |
| 7. | Ensure that the weighing balances are verified |  |  |  |
| 8. | Check the raw material / packing material for name  ,material codes, appearance, Batch. No., Expiry date etc. |  |  |  |
| 9. | Ensure the cleanliness of the container in which the weighing material is to be kept. |  |  |  |
| 10. | Ensure that the Riser filter Grills are cleaned after every product changeover. |  |  |  |

Checked By (sign/ date): Verified By (sign/ date): (Production) (IPQC)

**PACKAGING MATERIAL DISPENSING CHECKLIST FOR *WAREHOUSE PM DISPENSING***

|  |  |  |
| --- | --- | --- |
| **Product:** |  | **Batch No. :** |
| **Previous Product:** |  | **Batch No. :** |
| **Area:** |  | **Date :** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Check List** | **Ok/Not Ok/ NA** | **Checked By** | **Verified By** |
| 1. | Check and ensure that the area is visually clean |  |  |  |
| 2. | Ensure the area is free from previous product and unwanted materials |  |  |  |
| 3. | Check the proper gowning of personnel |  |  |  |
| 4. | Check the present status of label which shows the detail of activity |  |  |  |
| 5. | Ensure that the weighing balances are Verified |  |  |  |
| 6. | Check the Previous batch Packing Material not on the floor |  |  |  |
| 7. | Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept. |  |  |  |
| 8. | Ensure that the Dispensed Packing Material is Kept on Pallet |  |  |  |
| 9. | Ensure that the PM which is dispensed should be Approved by Quality |  |  |  |
| 10. | Ensure all required packing material has been dispensed like Jar, Pouch, Scoup, cap, label, wad, Slive, Auth Code, Shrink Wrap & Carton Box |  |  |  |

Checked By (sign/ date): Verify By (sign/ date): (Warehouse) (IPQC)

**LINE CLEARANCE CHECKLIST FOR *PACKAGING AREA***

|  |  |  |
| --- | --- | --- |
| **Product:** |  | **Batch No. :** |
| **Previous Product:** |  | **Batch No. :** |
| **Area:** |  | **Date :** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Check List** | **Ok/Not Ok/ NA** | **Checked By** | **Verified By** |
| 1. | Check and ensure that the area /equipment are visually clean & “CLEANED” label attached to the equipment |  |  |  |
| 2. | Ensure the area is free from previous product and unwanted materials |  |  |  |
| 3. | Ensure the temperature and relative humidity are within the specified limit |  |  |  |
| 4. | Check the proper gowning of personnel |  |  |  |
| 5. | Check the present status of label which shows the detail of activity |  |  |  |
| 6. | Ensure that the weighing balances are Verified |  |  |  |
| 7. | Check the raw material / packing material for name  ,material codes, appearance, Batch No., Expiry/retest date etc. |  |  |  |
| 8. | Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept. |  |  |  |
| 9. | Ensure that the riser filter Grills are cleaned after every product changeover. |  |  |  |

Checked By (sign/ date): Verified By (sign/ date): (Packaging Supervisor) (IPQC)

SAMPLING OF SEMI-FINISH PRODUCT

|  |  |  |
| --- | --- | --- |
| **PRODUCT QUALITY & SAMPLE CHECK** | | |
| **Name of Product** |  | |
| **Generic Name** |  | |
| **Batch No.** |  | |
| **Date of Mfg.** |  | |
| **Parameters to Check** | **🗸/🗴** |  |
| Uniform Mixing / Blending of Powder |  |  |
| Appearance & Colour of Powder |  |  |
| Foreign Matter Taste |  |  |
| Aroma of Powdered Product |  |  |
| Aroma After Mixing in Water |  |  |
| Mixability /Solubility in water |  |  |
| Consistency after Mixing |  |  |
| Sieve Integrity |  |  |
| Time Required for Mixing in Water |  |  |
| Taste after Mixing in Water |  |  |
| Colour after Mixing in Water |  |  |
| Overall Product Remark |  |  |
| Moisture |  |  |
| pH |  | |

(NAME/ SIGN) (NAME/ SIGN)

SAMPLE BY QC SAMPLE CHECKED BY QC

SAMPLING OF FINISH PRODUCT

NOTE: CHECK RAMDOM FINISH PRODUCT 5 CARTONS ON EACH PALLET.

|  |  |  |
| --- | --- | --- |
| **PACKING QUALITY & SAMPLE CHECK** | | |
| **Name of Product** |  | |
| **Batch No.** |  | |
| **Date of Mfg.** |  | |
| **Parameters to Check** | **🗸/🗴** | |
| Foreign Matter Taste |  |  |
| Empty Jar/Pouch/Monocarton Quality |  |  |
| Product weight Crosscheck |  |  |
| Pouch Packing / Sealing |  |  |
| Spoon Conformation |  |  |
| Wad / Foil Sealing Conformation |  |  |
| Label / Monocarton Checking |  |  |
| Batch Coding Primary & Secondary Pkg |  |  |
| Sleeving |  |  |
| Master Carton Count & Labelling |  |  |
| Overall Product Packing |  |  |

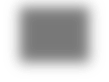
(NAME/ SIGN) (NAME/ SIGN)

SAMPLE BY QC SAMPLE CHECKED BY QC

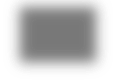
(NAME/ SIGN) (NAME/ SIGN)

VERIFY QC MANAGER APPROVED BY QA MANAGER

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SAIPRO INDUSTRIES PVT. LTD.**  **Gat No.286, 287, A/P – Kasaramboli, Tal-Mulshi, Dist- Pune 412115.**  **DAILY OPRP & CCP CHECKLIST (QUALITY BMR -SHEET 1)** | | | | | | | | | | |
| **DATE** | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) A Weighing Room** | | | | | | | **Frequency** | **Time** | **Obserbvations** | **Remarks** |
|  | Temp (25 degree +/- 2) | | |  | | | | *After Change over* |  |  |  |
| Humidity (<55) | | |  | | | |
|  | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) B Blending Room 1** | | | | | | |  |  |  |  |
|  | Temp (25 degree +/- 2) | | |  | | | | *After Change over* |  |  |  |
| Humidity (<55) | | |  | | | |
|  | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) C Blending Room 2** | | | | | | |  |  |  |  |
|  | Temp (25 degree +/- 2) | | |  | | | | *After Change over* |  |  |  |
| Humidity (<55) | | |  | | | |
|  | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) D SFG Room** | | | | | | |  |  |  |  |
|  | Temp (25 degree +/- 2) | | |  | | | | *After Change over* |  |  |  |
| Humidity (<55) | | |  | | | |
|  | **500 KG BLENDER + VIBRO SIFTER B1 (OPRP 2, CCP 2)** | | | | | | |  |  |  |  |
|  | Sieves/Mesh Size # | 10# | 20# | 30# | 40# | 60# | 80# | *After Change over* |  |  |  |
| Cleanliness |  |  |  |  |  |  |
| Integrity |  |  |  |  |  |  |
| Cuts |  |  |  |  |  |  |
| Gaskit |  |  |  |  |  |  |
|  | **500 KG BLENDER + VIBRO SIFTER B2 (OPRP 2, CCP 2)** | | | | | | |  |  |  |  |
|  | Sieves/Mesh Size # | 10# | 20# | 30# | 40# | 60# | 80# | *After Change over* |  |  |  |
| Cleanliness |  |  |  |  |  |  |
| Integrity |  |  |  |  |  |  |
| Cuts |  |  |  |  |  |  |
| Gaskit |  |  |  |  |  |  |
|  | **100 KG BLENDER + VIBRO SIFTER B3 (OPRP 2, CCP 2)** | | | | | | |  |  |  |  |
|  | **Sieves/Mesh Size #** | 10# | 20# | 30# | 40# | 60# | 80# | *After Change over* |  |  |  |
| **Cleanliness** |  |  |  |  |  |  |
| **Integrity** |  |  |  |  |  |  |
| **Cuts** |  |  |  |  |  |  |
| **Gaskit** |  |  |  |  |  |  |
|  | **MEGNETIC GRILL (OPRP 3)** | | | | | | |  |  |  |  |
|  | **Cleanliness** |  |  |  |  |  |  | *After Change*  *over* |  |  |  |
|  |  | | | | | |  | | | | |
| **CHECK BY** | | | | | | **VERIFY BY** | | | | |



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **SAIPRO INDUSTRIES PVT. LTD.** | | | | | | | |
|  | **Gat No.286, 287, A/P – Kasaramboli, Tal-Mulshi, Dist- Pune 412115.** | | | | | | | |
|  | **DAILY OPRP & CCP CHECKLIST (QUALITY BMR -SHEET 2)** | | | | | | | |
| **DATE & Time** | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) E Primary Section 1(PFS)** | | | | | Frequency | Time | Obserbvations | Remarks |
|  | TEMP (25 degree +/- 2) | |  | | | *After Change over* |  |  |  |
| Humidity (<55) | |  | | |
|  | **CONTROL TEMP & HUMIDITY (OPRP 1, CCP 1) F Primary Section 2(AJF)** | | | | | Frequency | Time | Obserbvations | Remarks |
|  | TEMP (25 degree +/- 2) | |  | | | *After Change over* |  |  |  |
| Humidity (<55) | |  | | |
|  | **METAL DETECTOR M1 (OPRP 4, CCP 3) (PFS)** | | | | | TEST PROBES | | | |
|  | **Cleanliness of Hopper** | **Cleanliness of Discharge Channel** | **Air Pressure**  **(4 Bar Min-5 Bar Max.)** | **Sensitivity % (from Display)** | | *After Change over* | FE (0.8 MM) | NON - FE ( 1.0 MM ) | SS (1.2 MM) |
|  |  |  |  | |  |  |  |
|  | **METAL DETECTOR M2 (OPRP 4, CCP 3) (AJF)** | | | | | TEST PROBES | | | |
|  | **Cleanliness of Hopper** | **Cleanliness of Discharge Channel** | **Air Pressure**  **(4 Bar Min-5 Bar Max.)** | **Sensitivity % (from Display)** | | *After Change over* | FE (0.8 MM) | NON - FE ( 1.0  MM ) | SS (1.2 MM) |
|  |  |  |  | |  |  |  |
|  | **WAD SEALING SP1 (OPRP 5, CCP 4)** | | | | | TEST PROBES | | | |
|  | **Heater is working**  **properly** | **Seal Cleanliness** | **Film Folds are sealed**  **properly** | **Seal Strength through**  **Squeeze test** | | *After Change over* | Time | Obserbvations | Remarks |
|  |  |  |  | |  |  |  |
|  | **POUCH SEALER (OPRP 5, CCP 4)** | | | | | TEST PROBES | | | |
|  | **Heater is working**  **properly** | **Seal Cleanliness** | **Film Folds are sealed**  **properly** | **Seal Strength through**  **Squeeze test** | | *After Change over* | Time | Obserbvations | Remarks |
|  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |  |
|  |  | | | |  | | | | |
| **CHECK BY** | | | | **VERIFY BY** | | | | |



(GROUP B)

**REFERENCE DOC NO :** SIPL/SOP/PR/01

## SAIPRO INDUSTRIES PVT LTD

BATCH MANUFACTURING RECORD

PRODUCT NAME :

BATCH SIZE : 1.

2.

3.

4.

5.

6.

TOTAL (in Kgs) =

CUSTOMER NAME:

BATCH NO:

MFG DATE:

EXPIRY DATE:

PACK SIZE:

DATE:

OPERATIONS

1. **BLENDER No** :
   * Check the material in the Blending room & Unload in the Blender.
   * Mix the content by starting the blender for 45 mins.
   * Mix the content Clockwise & Anti-clockwise for every 10 min.
   * NOTE: AFTER UNIFORM MIXING OF BLEND, TRANSFER MATERIAL TO VIBRO SIFTER.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Batch Size in Kgs*** |  |  |  |  |  |  |
| ***PROCESSING*** | **BATCH 1** | **BATCH 2** | **BATCH 3** | **BATCH 4** | **BATCH 5** | **BATCH 6** |
| **BLENDING START TIME :** |  |  |  |  |  |  |
| **BLENDING END TIME** : |  |  |  |  |  |  |
| **VIBRO SIFTER** |  |  |  |  |  |  |
| **SIFTING START TIME** |  |  |  |  |  |  |
| **PASS THROUGH MAGNET GRILL:** |  |  |  |  |  |  |
| **QC SAMPLE TEST TIME:** |  |  |  |  |  |  |
| **SIFTING END TIME**: |  |  |  |  |  |  |

SIGN/DATE SIGN/DATE SIGN/DATE

PROCESS BY QC SAMPLED BY VERIFY BY

SIGN/DATE SIGN/DATE

PRODUCTION MANAGER QUALITY MANAGER

SAMPLING OF SEMI-FINISH PRODUCT

PRODUCT & CUSTOMER NAME :

BATCH NO:

DATE :

* ENSURE THAT THE BULK SEMI-FINISH GOODS RELEASED

|  |  |
| --- | --- |
| **PROCESS** | **NAME/SIGN/DATE** |
| SAMPLE INTIMATION RAISED BY |  |
| SAMPLE COLLECTED BY  ………………….GMS |  |
| SAMPLE CHECKED BY |  |
| SAMPLE APPROVED BY |  |

* TRANSFER THE SEMI-FINISH GOODS TO PACKAGING HALL

SIGN/DATE SIGN/DATE

PRODUCTION MANAGER QUALITY MANAGER

PRIMARY PACKAGING SECTION (FILLING LINE)

* **ENSURE THAT ALL FILLING MATERIAL RECIVED IN PRIMARY PACKING SECTION.**

PRODUCT & CUSTOMER NAME :

BATCH NO:

MFG DATE:

FILLING TYPE:

DIRECT JAR JAR+POUCH DIRECT POUCH SACHET CAPSULE

# □ □ □ □ □

FILLING QTY :

FILLING STARTED BY:

DATE:

TIME:

FILLING ENDED BY:

DATE:

TIME:

SIGN/DATE SIGN/DATE SIGN/DATE

SUPERVISED BY QC CHECKED BY IPQC VERIFY BY

SIGN/DATE SIGN/DATE

PRODUCTION MANAGER QUALITY MANAGER

SECONDARY PACKAGING SECTION (LABELLING LINE)

* ENSURE THAT ALL PACKING MATERIAL RECIVED IN SECONDARY PACKING SECTION.

PRODUCT & CUSTOMER NAME :

BATCH NO:

MFG DATE:

FILLING TYPE:

DIRECT JAR JAR+POUCH DIRECT POUCH SACHET CAPSULE

# □ □ □ □ □

FILLING QTY :

LABELLING/COADING STARTED BY:

DATE:

TIME:

LABELLING/COADING ENDED BY:

DATE:

TIME:

TOTAL PACKED OBTAINED (A) :

YIELD % (TY) : A / TY x 100 = FINAL PACKED CARTONS:

SIGN/DATE SIGN/DATE SIGN/DATE

SUPERVISED BY QC SAMPLED BY IPQC VERIFY BY

SIGN/DATE SIGN/DATE

PRODUCTION MANAGER QUALITY MANAGER

SAMPLING OF FINISH PRODUCT

PRODUCT & CUSTOMER NAME :

BATCH NO:

MFG DATE :

* INTIMATION TO QUALITY CONTROL:

|  |  |
| --- | --- |
| **PROCESS** | **NAME/SIGN/DATE** |
| SAMPLE INTIMATION RAISED BY |  |
| SAMPLE COLLECTED BY  ………………………….QTY |  |
| SAMPLE CHECKED BY |  |
| SAMPLE APPROVED BY |  |
| FINAL PACKAGING BY |  |

SIGN/DATE SIGN/DATE

PRODUCTION MANAGER QUALITY MANAGER

TRANSFER OF FINAL PRODUCT TO WAREHOUSE

|  |  |
| --- | --- |
| **PROCESS** |  |
| SLIP RAISED BY (PRODUCTION) | DATE:  TIME:  SIGN: |
| SLIP RECIVED BY (WAREHOUSE) | DATE:  TIME:  SIGN: |
| FINISH PRODUCT RELEASE BY (QC/IPQC) | DATE:  TIME:  SIGN: |

DISPATCH CUSTOMER NAME:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR.NO** | **DATE** | **QTY IN UNITS** | **QTY IN CARTONS** | **CHECKED BY** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SIGN/DATE | SIGN/DATE | SIGN/DATE |
| **PRDUCTION MANAGER** | **QC CHECKED BY** | **IPQC VERIFY BY** |

|  |  |  |
| --- | --- | --- |
| SIGN/DATE | SIGN/DATE | SIGN/DATE |
| **WAREHOUSE MANAGER** | **QUALITY MANAGER** | **PLANT MANAGER** |