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3. Secondary Packaging Run Log

Batch Manufacturing Record

Section 19.0: Secondary Packaging Run Log

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Purpose: To document the execution of the secondary packaging (cartoning) operation for Batch **ASP-25-001**, including all operational parameters, in-process checks, and observations.

	≡ Field	≡ Details
1	Date of Operation:	23-Feb-2025
2	Packaging Area / Room ID:	Packaging Suite P-101
3	Cartoning Machine ID:	CAR-01

19.1 Machine Parameter Verification

Instruction: Verify that the machine is operating at the approved parameters as defined in the setup section.

	≡ Parameter	≡ Approved Setting	≡ Verified By (Operator)
1	Machine Speed	60 cartons/minute	Priya Singh
2	Glue System Temperature	161 °C	Priya Singh
3	Barcode Scanner	Functional	Priya Singh

19.2 Main Run Log

	≡ Parameter	≡ Recorded Data
1	Start Time of Main Run:	08:15
2	End Time of Main Run:	15:00
3	Total Cartons Produced (from machine counter):	8,205 (Note: Final count by reconciliation)

19.3 Stoppages & Observations Log

	≡ Time	≡ Reason for Stoppage / Observation	≡ Corrective Action Taken	≡ Resolved By
1	11:15	Stoppage	Leaflet feeder magazine empty.	Reloaded leaflet feeder with new bundle of PILs (Lot: PP-PIL-2025-01-789). Verified first 5 cartons after restart.
2	13:00	Stoppage	Scheduled operator break.	Line paused as per procedure.
3	13:30	Stoppage	Resumed operation after break.	Line restarted. All parameters checked.

19.4 IPQC Monitoring Log

Sampling Frequency: Every 60 minutes, sample 5 finished cartons.

	≡ Time of Check	Correct ≡ Leaflet Insertion	Proper Carton ≡ Gluing & Flap Closure	Overprint Quality ≡ (Batch/Expi ry)	≡ Comments	≡ Performed By	≡ Verified By
1	09:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma
2	10:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma
3	11:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma
4	12:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma
5	14:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma
6	15:00	Pass	Pass	Pass	All parameters normal.	Priya Singh	Amit Sharma

19.5 Final Sign-off

Conclusion:

The secondary packaging run was completed as per the BMR instructions. A minor, routine stoppage was resolved promptly and documented. All IPQC checks were consistently within specification.

Operator:

- **Name:** Priya Singh
- **Signature:** *Priya Singh*
- **Date:** 23-Feb-2025

Supervisor Review & Approval:

- **Name:** Amit Sharma
- **Signature:** *Amit Sharma*
- **Date:** 23-Feb-2025