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Sampling and Inspection of Wooden Pallets

SOP for Sampling of Pallets

Standard Operating Procedure (SOP)

Company: NovaThera Pharmaceuticals Pvt. Ltd.

Department: Quality Control Department

Title: Sampling and Inspection of Wooden Pallets

SOP No.: SOP-QC-SAM-005

Version No.: 1.0

Effective Date: 2025-01-01

1.0 PURPOSE

To describe the procedure for the sampling and inspection of incoming wooden pallets to ensure they meet dimensional specifications and international shipping (ISPM 15) requirements.

2.0 SCOPE

This procedure applies to all lots of new wooden pallets received at the facility.

3.0 RESPONSIBILITY

- QC Inspector:** To execute this SOP.
- Warehouse Operator:** To assist with the safe handling of the pallet stack.

4.0 MATERIALS & EQUIPMENT

- PPE:** Safety shoes, heavy-duty gloves, safety glasses.
- Inspection Area:** A clear, safe area in the warehouse receiving or quarantine zone.
- Tools:** Calibrated industrial tape measure.
- Documentation:** Relevant GRN, QC Register.

5.0 PROCEDURE

5.1 Sampling Plan

- Review the GRN to confirm the total number of pallets received (n).
- Calculate the number of pallets to sample using the $\sqrt{n} + 1$ formula, rounding up. (e.g., For 10 pallets received, sample $\sqrt{10} + 1 \approx 4.16$, so sample 5 pallets).

5.2 Sampling & Inspection Process

Note: For pallets, the "sampling" and "inspection" are performed at the same time in the warehouse. A physical sample is not typically sent to the QC lab.

- With assistance from the Warehouse Operator, safely de-stack the required number of pallets for inspection.
- For each of the 5 sampled pallets, perform the following checks:
 - Visual Inspection:** Check for significant damage, splinters, mold, or signs of insect infestation.
 - Dimensional Check:** Using the tape measure, verify the Length and Width against the specification (1200 mm x 1000 mm ± 5 mm).
 - ISPM 15 Stamp Verification:** Locate the heat treatment stamp on the pallet. Verify that it is present, legible, and contains the correct country code and registration number.
- Disposition:** If all sampled pallets pass all checks, the entire lot is considered acceptable.
- Re-stacking:** With assistance from the Warehouse Operator, safely re-stack the inspected pallets.

6.0 Post-Sampling Activities

1. The QC Inspector updates the **QC Register** with the results of the inspection. Since no physical sample was taken, "N/A" is entered in the sample quantity field, and a comment is added: "Inspection performed in-situ at warehouse."
2. The QC Inspector informs the Warehouse Supervisor that the lot has been inspected. The pallets remain in quarantine until the final QC release paperwork is completed.

7.0 SAFETY PRECAUTIONS

- Use caution when handling large, heavy rolls of foil and film.
- Use a sharp safety knife with care when cutting samples to avoid personal injury.
- Always wear gloves to prevent contamination of the packaging materials.

8.0 APPROVALS

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