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Material Staging & Verification Log

NovaThera Pharmaceuticals Pvt. Ltd.

Log ID: LOG-STG-PKG-25-001

Reference BMR No.: BMR/ASP325/001

Product: Aspirin Tablets 325mg

Batch No.: ASP-25-001

Purpose: To document and verify the transfer of correct, QC-Released packaging materials from the main warehouse to the designated staging area for the packaging of a specific batch.

Part A: Staging for Primary Packaging

Date of Staging: 22-Feb-2025

Staging Area: Airlock AL-P101 (for Packaging Suite P-101)

	≡ Material Name	≡ Internal Material Code	≡ Supplier Lot Number	≡ Quantity Staged	≡ Pick List Ref. No.
1	Flexible PVC/PVDC Film	PM-PVC-01	AD-PVCPVDC-2025-01-51C	1 Roll (3500m)	PL-PKG-2025-001
2	Printed Aluminium Lidding Foil	PM-ALU-01	JAL-ALU-2025-01-ABC	1 Roll (3500m)	PL-PKG-2025-002

Verification Checklist:

- [] Verified that the material, lot number, and quantity match the Pick List.
- [] Verified that a green "QC RELEASED" label is present and valid on all containers.
- [] Visually inspected all containers and confirmed they are free from damage.

Chain of Custody:

	≡ Role	≡ Name	≡ Signature	≡ Date / Time
1	Picked & Staged By (Warehouse):	Rajesh Singh	<i>Rajesh Singh</i>	22-Feb-25 / 07:50
2	Received & Verified By (Production):	Amit Sharma	<i>Amit Sharma</i>	22-Feb-25 / 07:55

Part B: Staging for Secondary Packaging

Date of Staging: 23-Feb-2025

Staging Area: Staging Area SA-P101 (for Packaging Suite P-101)

	≡ Material Name	≡ Internal Material Code	≡ Supplier Lot Number	≡ Quantity Staged	≡ Pick List Ref. No.
1	Patient Information Leaflet	PM-PIL-01	PP-PIL-2025-01-789	8,250 Units	PL-PKG-2025-003
2	Printed Carton	PM-CAR-01	PP-CAR-2025-01-456	8,250 Units	PL-PKG-2025-004

Verification Checklist:

- [] Verified that the material, lot number, and quantity match the Pick List.
- [] Verified that a green "QC RELEASED" label is present and valid on all containers.
- [] Visually inspected all containers and confirmed they are free from damage.

Chain of Custody:

	≡ Role	≡ Name	≡ Signature	≡ Date / Time
1	Picked & Staged By (Warehouse):	Rajesh Singh	<i>Rajesh Singh</i>	23-Feb-25 / 07:45
2	Received & Verified By (Production):	Amit Sharma	<i>Amit Sharma</i>	23-Feb-25 / 07:50

Part C: Staging for Tertiary Packaging

Date of Staging: 23-Feb-2025

Staging Area: Staging Area SA-P101 (for Packaging Suite P-101)

	≡ Material Name	≡ Internal Material Code	≡ Supplier Lot Number	≡ Quantity Staged	≡ Pick List Ref. No.
1	Corrugated Shipper Case	PM-SHP-01	GPS-SHIP-2025-01-998	100 Units	PL-PKG-2025-005
2	Shipper Case Label	PM-LBL-01	PL-LBL-2025-01-112	1 Roll (250 Labels)	PL-PKG-2025-006
3	Packaging Tape	PM-TAPE-01	GPS-TAPE-2025-01-777	1 Case (36 Rolls)	PL-PKG-2025-007

4	Wooden Pallet	PM-PAL-01	NPC-PAL-2025-01-301	10 Pallets	PL-PKG-2025-008
5	Stretch Wrap	PM-WRAP-01	GPS-WRAP-2025-01-419	1 Case (4 Rolls)	PL-PKG-2025-009

Verification Checklist:

- [] Verified that the material, lot number, and quantity match the Pick List.
- [] Verified that a green "QC RELEASED" label is present and valid on all containers.
- [] Visually inspected all containers and confirmed they are free from damage.

Chain of Custody:

	≡ Role	≡ Name	≡ Signature	≡ Date / Time
1	Picked & Staged By (Warehouse):	Rajesh Singh	<i>Rajesh Singh</i>	23-Feb-25 / 07:45
2	Received & Verified By (Production):	Amit Sharma	<i>Amit Sharma</i>	23-Feb-25 / 07:50