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4. Packaging Material Issuance & Verification Log

Packaging Material Issuance & Verification Log

NovaThera Pharmaceuticals Pvt. Ltd.

Form No: WH/ISS/F-004

Issuance Request No: PK-ISS-ASP25001-01

Batch & Request Details

	≡ Field	≡ Details
1	Product Name:	Aspirin Tablets 325mg
2	Batch Number:	ASP-25-001
3	Reference BMR No.:	BMR/ASP325/001
4	Stage:	Primary Packaging
5	Date of Issuance:	22-Feb-2025
6	Issued From:	Warehouse (Controlled Packaging Materials)
7	Issued To:	Production (Packaging Suite P-101)

Part A - Issuance by Warehouse

Instruction: The Warehouse Operator must select the correct materials and lots as specified below and complete the "Issued By" section.

	≡ Material Name	≡ Material Code	A.R. Number ≡ (QC Release No.)	≡ Supplier Lot No.	≡ Quantity Issued	≡ Unit
1	Printed Aluminum Lid Foil	PF-ALU-01	PM/25/101	ALU-FIN-2024-12-99A	1	Roll (1500m)
2	PVC/PVDC Base Film	PF-PVC-01	PM/25/102	PVC-BASE-2025-01-45B	1	Roll (1500m)

Issued By:

- Department: Warehouse
- Name: Rajesh Singh

- **Title:** Warehouse Operator
- **Signature:** *Rajesh Singh*
- **Date:** 22-Feb-2025
- **Time:** 07:45

Part B - Receipt & Verification by Production

Instruction: The Production Supervisor must verify the received materials against this form and the BMR requirements. Complete the checklist and the "Received & Verified By" section.

Verification Checklist:

	☰ Checkpoint	☰ Status (Initial)
1	Verified that the correct materials and quantities were received as listed above.	AS
2	Verified that the Material Codes, A.R. Numbers, and Supplier Lot Numbers on the physical materials match this form exactly.	AS
3	Visually inspected all materials and confirmed they are free from any tears, punctures, or other damage.	AS
4	Verified that a green "QC RELEASED" status label is present and valid on all materials received.	AS

Conclusion:

All primary packaging materials for Batch ASP-25-001 have been received and verified. They are correct, undamaged, and released for use.

Received & Verified By:

- **Department:** Production
- **Name:** Amit Sharma
- **Title:** Packaging Supervisor
- **Signature:** *Amit Sharma*
- **Date:** 22-Feb-2025
- **Time:** 08:05