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# 4. Reconciliation of Secondary Packaging Materials

## Batch Manufacturing Record

### Section 20.0: Reconciliation of Secondary Packaging Materials

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**Purpose:** To perform a final, detailed accounting of all blister packs, printed cartons, and patient information leaflets used for Batch ASP-25-001, to ensure all components are accounted for and the process yield is within the acceptable limits.

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

### 20.1 Blister Pack Reconciliation

	≡ Parameter	≡ Calculation / Source	≡ Quantity (Blister Packs)
1	A. Input		
2	A.1: Total Good Blister Packs Received	From Primary Packaging Reconciliation (Section 17.0)	24,573
3	B. Output (Accounted For)		
4	B.1: Blister Packs in Good Finished Cartons	8,191 cartons * 3 packs/carton	24,573
5	B.2: Blister Packs Damaged/Lost during Cartoning	Physical Count	0
6	B.3: Total Blister Packs Accounted For (B1+B2)		24,573
7	C. Yield Calculation		
8	Formula	(B.1 / A.1) * 100	
9	Calculation	(24,573 / 24,573) * 100	100%
10	Acceptance Criteria	99.0% - 101.0%	PASS

## 20.2 Printed Carton Reconciliation

	≡ Parameter	≡ Calculation / Source	≡ Quantity (Cartons)
1	A. Quantity Issued	From Material Issuance Log	8,250
2	B. Quantity Consumed		
3	B.1: Good Finished Cartons Produced	Physical Count	8,191
4	B.2: Rejected Cartons (Setup, IPQC, Damage)	Physical Count	14
5	C. Quantity Returned to Warehouse	A - (B.1 + B.2)	45
6	D. Reconciliation Yield	$((B.1 + B.2 + C) / A) * 100$	100% (PASS)

## 20.3 Patient Information Leaflet (PIL) Reconciliation

	≡ Parameter	≡ Calculation / Source	≡ Quantity (PILs)
1	A. Quantity Issued	From Material Issuance Log	8,250
2	B. Quantity Consumed		
3	B.1: PILs in Good Finished Cartons	Physical Count	8,191
4	B.2: Rejected PILs (Machine Setup, Damage)	Physical Count	20
5	C. Quantity Returned to Warehouse	A - (B.1 + B.2)	39
6	D. Reconciliation Yield	$((B.1 + B.2 + C) / A) * 100$	100% (PASS)

## 20.4 Final Sign-off

### Conclusion:

All blister packs, cartons, and patient information leaflets have been reconciled. All yields and reconciliations are within the acceptable limits.

### Calculated By:

- **Department:** Production
- **Designation:** Packaging Operator
- **Name:** Priya Singh

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

Verified By:

- **Department:** Production
- **Designation:** Packaging Supervisor
- **Name:** Amit Sharma
- **Signature:** *Amit Sharma*
- **Date:** 23-Feb-2025