

## Staging Area - Cleaning & Usage Log

Logbook ID: LOG-SA-P101  
Area ID: Airlock AL-P101 (for Packaging Suite P-101)

Date	Time	Activity	Material Name	Batch No.	Lot Number	From Area	To Area	Quantity	Performed By	Verified By	Comments
22-Feb-25	7:30	Pre-use Cleaning	-	-	-	-	Airlock AL-P101	-	Priya Singh	Amit Sharma	Airlock cleaned prior to staging.
22-Feb-25	7:50	Material Arrival	Flexible PVC/PVDC Film	ASP-25-001	AD-PVCPVDC-2025-01-51C	Warehouse Stores	Airlock AL-P101	1 Roll	Rajesh Singh	Amit Sharma	Received for Primary Packaging.
22-Feb-25	7:50	Material Arrival	Aluminium Lidding Foil	ASP-25-001	JAL-ALU-2025-01-ABC	Warehouse Stores	Airlock AL-P101	1 Roll	Rajesh Singh	Amit Sharma	Received for Primary Packaging.
22-Feb-25	8:10	Material Transfer	Flexible PVC/PVDC Film	ASP-25-001	AD-PVCPVDC-2025-01-51C	Airlock AL-P101	Packaging Suite P-101	1 Roll	Priya Singh	Amit Sharma	Transferred into production suite.
22-Feb-25	8:10	Material Transfer	Aluminium Lidding Foil	ASP-25-001	JAL-ALU-2025-01-ABC	Airlock AL-P101	Packaging Suite P-101	1 Roll	Priya Singh	Amit Sharma	Transferred into production suite.
22-Feb-25	21:00	Post-use Cleaning	-	-	-	-	Airlock AL-P101	-	Sandeep Chowdhury	Rina Desai	Airlock cleaned after use.

**Logbook ID: LOG-SA-P101**  
**Area ID: Staging Area SA-P101 (for Packaging Suite P-101)**

Date	Time	Activity	Material Name	Batch No.	Lot Number	From Area	To Area	Quantity	Performed By	Verified By	Comments
20-Feb-25	7:00	Routine Cleaning	-	-	-	-	SA-P101	-	Priya Singh	Amit Sharma	Morning shift cleaning.
20-Feb-25	21:00	Routine Cleaning	-	-	-	-	SA-P101	-	Sandeep Chowdhury	Rina Desai	Evening shift cleaning.
21-Feb-25	7:00	Routine Cleaning	-	-	-	-	SA-P101	-	Priya Singh	Amit Sharma	Morning shift cleaning.
21-Feb-25	21:00	Routine Cleaning	-	-	-	-	SA-P101	-	Sandeep Chowdhury	Rina Desai	Evening shift cleaning.
23-Feb-25	7:30	Pre-use Cleaning	-	-	-	-	Staging Area SA-P101	-	Priya Singh	Amit Sharma	Area cleaned prior to staging.
23-Feb-25	7:45	Material Arrival	Patient Information Leaflet	ASP-25-001	PP-PIL-2025-01-789	Warehouse Stores	Staging Area SA-P101	8,250 Units	Rajesh Singh	Amit Sharma	Received for Secondary Packaging.
23-Feb-25	7:45	Material Arrival	Printed Carton	ASP-25-001	PP-CAR-2025-01-456	Warehouse Stores	Staging Area SA-P101	8,250 Units	Rajesh Singh	Amit Sharma	Received for Secondary Packaging.
23-Feb-25	7:45	Material Arrival	Corrugated Shipper Case	ASP-25-001	GPS-SHIP-2025-01-998	Warehouse Stores	Staging Area SA-P101	100 Units	Rajesh Singh	Amit Sharma	Received for Tertiary Packaging.
23-Feb-25	7:45	Material Arrival	Shipper Case Label	ASP-25-001	PL-LBL-2025-01-112	Warehouse Stores	Staging Area SA-P101	1 Roll	Rajesh Singh	Amit Sharma	Received for Tertiary Packaging.
23-Feb-25	7:45	Material Arrival	Packaging Tape	ASP-25-001	GPS-TAPE-2025-01-777	Warehouse Stores	Staging Area SA-P101	1 Case	Rajesh Singh	Amit Sharma	Received for Tertiary Packaging.
23-Feb-25	7:45	Material Arrival	Wooden Pallet	ASP-25-001	NPC-PAL-2025-01-301	Warehouse Stores	Staging Area SA-P101	10 Pallets	Rajesh Singh	Amit Sharma	Received for Tertiary Packaging.
23-Feb-25	7:45	Material Arrival	Stretch Wrap	ASP-25-001	GPS-WRAP-2025-01-419	Warehouse Stores	Staging Area SA-P101	1 Case	Rajesh Singh	Amit Sharma	Received for Tertiary Packaging.
23-Feb-25	8:20	Material Transfer	(Multiple)	ASP-25-001	(Multiple)	Staging Area SA-P101	Packaging Suite P-101	(Multiple)	Priya Singh	Amit Sharma	Secondary/Tertiary materials transferred.
23-Feb-25	21:00	Post-use Cleaning	-	-	-	-	Staging Area SA-P101	-	Sandeep Chowdhury	Rina Desai	Area cleaned after use.