	UGEE CHEMICALS PSG Department	SOP Standard Operating Procedure	
Packing Direction Record (PDR)			
UCL/IBDPSG/CD/Q/01.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 years from the effective date	
	Effective Date:	20 working days from the issuance date.	Page 1 of 9

PURPOSE

- To make sure the 3M failure mode during operations is avoided; right product is packed with the right packing material to avoid mispack, mix-up from powder contamination from the buggy floor, mislabel from pasting of quarantine and release labels of Finish product code.

SCOPE

- This covers the usage of packing materials of all products and sizes in the packing lines of Fabric & Home Care Ibadan Plant.

RESPONSIBILITY

- **CLIENT MPD Leader:** Prepares the PDR and ensures that any change(s) in GCAS number on Formula Card of powder, Individual Packing Standard (IPS), Finished Product Code (FPC) of the different sizes or Individual Packing Material Standard (IPMS) is reflected in all relevant documents.
- **Department QA Leader:** Reviews and approves PDR before use on the line
- **Shift QA Leader/Evacuator (SQAL/Evac.):** conducts a proper 4 eye check on the pack materials supplied to the Operation floor from the warehouse and use on the machines.
  Uses the PDR to ensure no mix up of powder from the buggy floor, mispack of pack material and mislabel of release quarantine labels within the scheduled timing on the procedure.
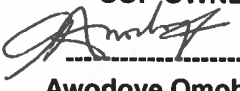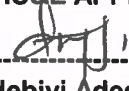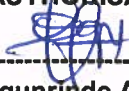
POTENTIAL RISKS

- NA

PPE REQUIRED

- Not Applicable

PROCEDURE

PDR sheet used on the line is an extract from IPS standards of each material on the technical standard.

1. Shift QA Leader/Evac. Technician must check all packing materials brought from the warehouse/staging area to the line that they have yellow quarantine and green QC release labels, the FPC and NAFDAC number on material matches that of the PDR while operators make sure these labels are verified before picking the pack material. If material at staging area does not match items in

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Awodoye Omobolarin	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 4/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022

PDR, place a reject label (red label) on the material and return to the warehouse immediately, fill a quality alert.

2. During line production, pick product from the conveyor from the machine and write down the IPMS of the product on the PDR.PDR is used as part of the on-line quality checks for finished products at every four (4) hours interval during production.

3. Compare IPMS on product with IPMS on PDR, if they match tick OK on the status column for the corresponding product brand and size. If IPMS on product does not match IPMS in PDR, stop machine, alert the QA Leader, put ON HOLD all products after the last correct check for 100% inspection and fill a quality alert.

4. For powder checks write down the powder GCAS number of the product being run as seen on the buggy card at the buggy floor and compare with GCAS number in the PDR. If product GCAS number does not match what is in the PDR, immediately call the attention of both the buggy contractor shift Leader and the P&G shift/team leader, fill a quality alert and contact the Shift QA Leader immediately. Product GCAS number is checked at the commencement of production for all brands and then every four hours on all machines.

5. Place filled PDR in the filled column of BPR jacket. This will be collated by the finished product Shift Quality/Evac. Technician during the last shift of the day and inserted into BPR envelopes.

6. Note that effective usage of the PDR will help prevent mispack issues, miscode and mislabel as highlighted in HHC global SOP on 3M (mislabel, mispack, miscode) and will reduce scrap losses.

GLOSSARY

3M – Mispack, Miscode, Mislabel

GCAS – Global Code Allocation System

IPS - Individual Packing Standard

4 eye Check – One person does, another person verifies.

FPC – Finish Product Code

IPMS – Individual Packaging Material Standard

NAFDAC – National Agency for Food and Drug Administration and Control

BPR – Batch Production Record

SQAL_ Shift Quality Assurance Leader

REASON FOR UPDATE: New SOP

End of Procedure

SOP Related Attachments
Attachment 1- Training and Qualification Test
Attachment 2- Model Answers
Attachment 3 - Step up card
Attachment 4- PDR template