PACKING MATERIAL RELEASE SOP

SOP #: UCL/IBDLAB/CD/Q/10.0	Issuance Date:	As at Last Signature	**Reference:** EIMEA ESS QA SOP 043, UCL/IBDSITE/CD/Q/11
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date	20 working days from the issuance date	Page 1 of 26

PURPOSE

To outline a consistent work process for Sampling, Testing and Approval (Or Rejection) of incoming Packing Materials.

To ensure that only Packing Materials meeting the approved specifications are used for production.

SCOPE

All Packing Materials received for production.

RESPONSIBILITIES

Warehouse Receiving Technician: - is responsible for receiving Pack Materials both physically and into SAP (for Materials on SAP) system under quality inspection status. He also forwards the certificate of analysis of each lot received to the QC Analyst (For Pack Materials not on GSQA). He also documents QC receipt of GR & COA. For materials that don't come in hard copy COA, he checks via GSQA platform before material receipt.

P&G ESS MPD: - Perform the first artwork check with QC Analyst and issue signed Reference Sample for first receipts of Artwork, creates and updates Technical standards in PLM and notifies Supplier if there is an error on Suppliers COA. Also responsible for developing supplier capability. For P&G owned Suppliers. He/she also prepare PMA in case of out of specification release for P&G pack material material.

QC analyst: - Receives GR from Warehouse receiving technician, sample materials, test and release all pack materials according to the procedure outlined in this SOP.QC analyst also send 'Approval' or 'Reject' label back to the Whse for pasting. He/She will own the responsibility of communicating to MPD and Planning Team whenever a material does not match the approved material specification and reference sample. He/She communicates COA inconsistencies to ESS MPD.

RPM/FP issuance and receipt technician: - Ensures all approval/reject labels collected from the QC analyst is pasted in the appropriate material.

P&G ESS QA: Approves PMA in the event of an Out of specification release.

Site QA Leader:- He ensures compliance to this procedure, ensuring no OOS/OOL materials are released for use. Notifies ESS QA of any OOS/OOL on materials not later than 24 hours from when it is observed. He/she also is

also responsible for developing supplier capability for site owned Suppliers only. Approve material Deviation for non-P&G materials.

POTENTIAL RISKS

- NA

PPE REQUIRED

- NA

PROCEDURE

Checking of SAP & Receipt of Material Documents

1. Every morning, the QC analyst checks for newly raised material using the transaction code QA33 in SAP. This check captures new material GRs in Quality Inspection.
2. QC analyst receives GR notification (Via mail of phone call) from warehouse receiving technician, who documents GR and COA of new material received.
3. For any release to occur, certificate of analysis must be available. Materials are received into our system with the availability of eCoA. Manual CoAs are received from the warehouse receiving technician for materials or suppliers that are not on eCoA. In such cases, any GR document that is not accompanied by a manual CoA must not be accepted by QC analyst or receiving technician.
4. The QC analyst will tick all the reported parameters on the COA and will sign the COA as an indication that the COA is complete and correct.
5. When there is issue with a CoA, the material analyst must make a mark on the defective item on the CoA before sharing with the MPD.
6. Electronic certificate of analysis (GSQA) do not require further checks for correctness on PLM as they are interfaced with applicable technical standard.

What to check in Manual CoAs

7. The QC analyst will compare the material technical standards (MPMP/PMP) with the paper CoA to verify the following items.

- MPMS/IPMS number and version on the material and on the COA matches the current MPMP/PMP number on CSS.
- COA is complete with Lot number; correct Supplier Location (verified from ASL), MPMP/PMP number with current Version number, and Date of production.
- All parameters indicated in MPMP/PMP as reportable are indicated on the COA and all are meeting the release criteria as specified in the material specifications.

Material sample documentation.

8. Based on the sample size, the QC analyst samples the material from the warehouse.
9. QC analyst goes to the appropriate location to pick samples following the procedure below:

Quarantine label is pasted on the pallets before sampling and ensures that the batch / lot number and GCAS code on the material label and quarantine labels are the same and correct versus PLM. He also ensures that the GCAS code on the CoA of a material tallies with the one on the pack material label.

10. QC analyst will also enter the details of the material in material status sheet (Attachment 6) so as to generate release number for the material and determine the QA release or reject
11. QC analyst will also enter the details of the material in MQS (Material Quality Status) sheet for Monitoring of COA Compliance.
12. QC analyst will compare material sampled with signed reference sample and analyze using current pack material standard in the MPMP/PMP.
13. Results will also be entered in Assay Report and the QA release or reject number would be assigned in the Assay Report by the QC analyst.
14. QC analyst will make usage decision in SAP QM using transaction code QA33 (for Materials on SAP)
15. All sampled container/pallet are labeled with the sample identification label for traceability and case of out of specification investigation.

Pack material sampling and inspection procedure.

16. Samples must be taken at random at the top, middle and bottom parts of each of the pallets in a diagonal trend as shown by the arrows in the diagram below to detect mix-ups in materials received.

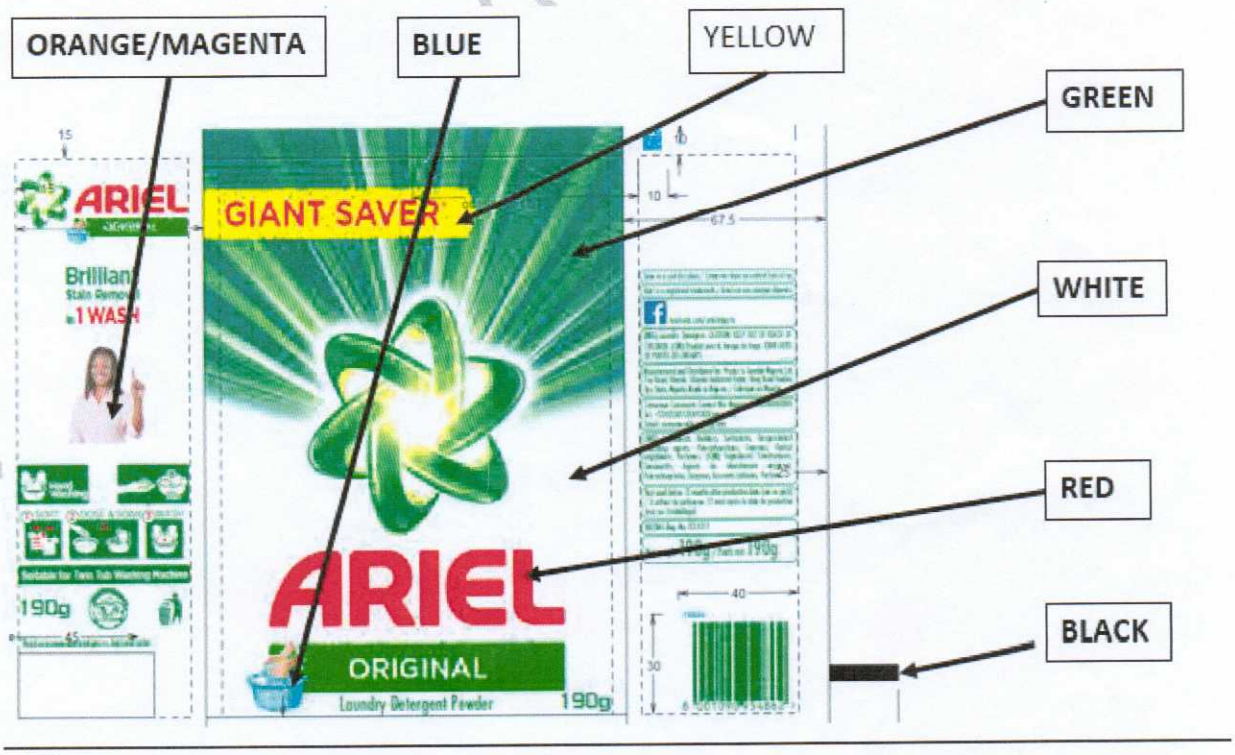
17. Material in kilograms e.g. Film /Laminate, three (3) samples are to be taken at random per lot supply.

18. Before proceeding on analysis of packing materials, there must be an approved reference sample from technical packaging to match incoming packing material. The samples taken from the lot supplied must physically match the reference sample issued by MPD to maintain consistency.
19. The use of BAR CODE SCANNER for reading the bar code for packing material is a condition for packing material release; the result must be kept electronically. the report is based on pass/fail criteria.
20. Physical tests will be carried out according to the test method specified in the Technical Standard (PLM). For Polywoven: Material Length, Width, Handle Length and Appearance: Polyfilm test include: Length (Eye mark to Eye Mark), Width, Thickness, Appearance and Bar code Test.
21. IF 2 out of 5 batches are rejected, move to single tightened inspection (see attachment 9). If after this 5 consecutive batches are accepted, return to single Normal Inspection. (see attachment 8)
22. If 10 consecutive batches are rejected, the supplier is disqualified immediately, and the batch placed on blocked in SAP. A technical report must be written and signed for all rejected batches.

NEW ARTWORK CHECK

23. Any new artwork (new PMP code) or existing artwork from a new supplier needs to be visually checked in the plant according to the new Artwork disaster checks process using the Attachment 10 Checklist
24. Artwork disaster check is led by P&G ESS MPD for P&G Materials only) and checked by QC analyst.
25. For new artwork checks where the eCoA is not available on the first delivery, that material would not be released for use unless a written and approved authorization (approved PMA) from P&G ESS MPD (for P&G materials) is provided.
26. Specific items to check versus the approved electronic artwork copy on enovia includes;

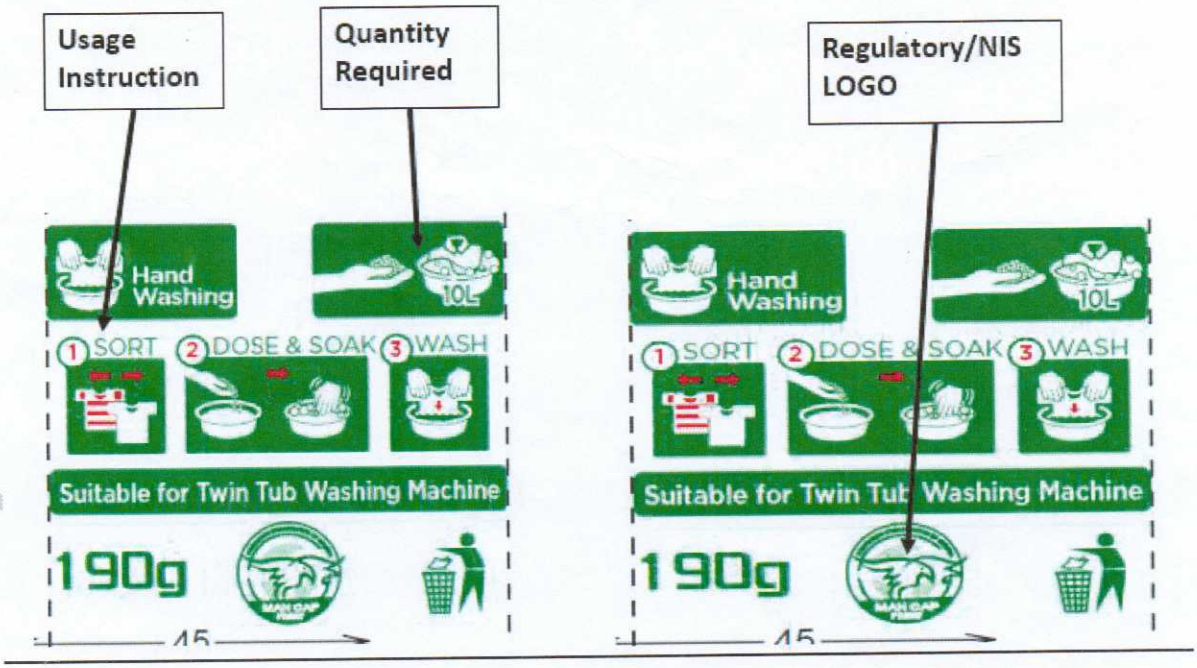
    Colours:



Declared weight or grammage

Usage/Dosage Instructions;

Regulatory Logo



FPC:

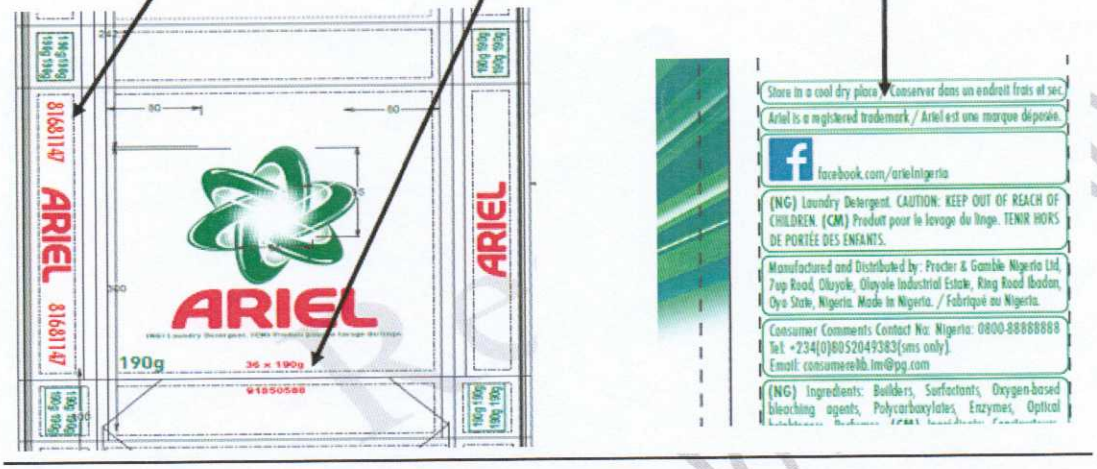
Finished Product Code - matches approved artwork

Case Count:

Number of products or case count

Languages:

Number of Languages matches approved artwork e.g. English, French...



Promo Communication data/Information:

Promo data or Measurable savings

Consumer Toll free lines:

Consumer Toll free lines present and correct. Dial the lines to confirm if active

Manufacture Name and Address:

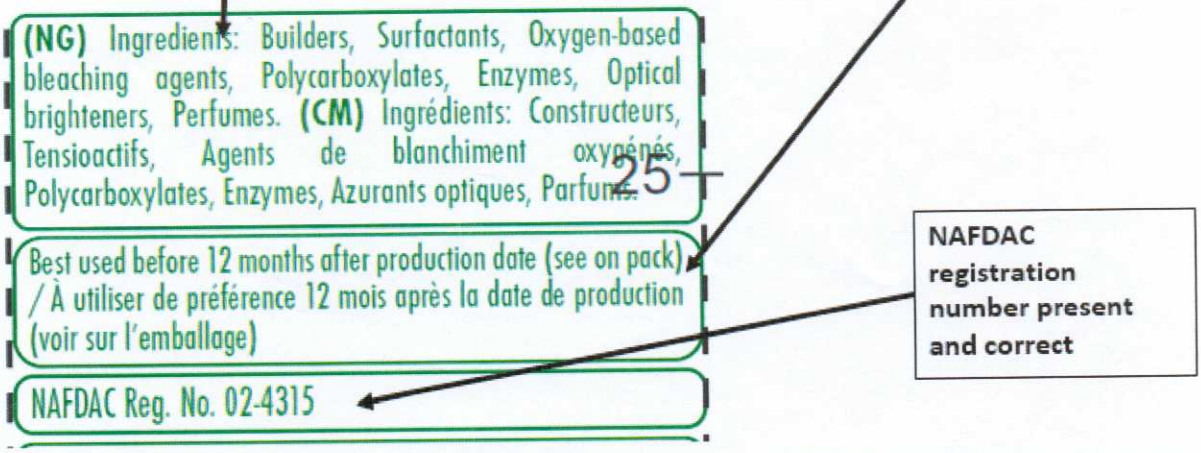
Manufacturer Name and address Present and correct as per approved AW

Ingredient list Block

Ingredient list block present as per approved Artwork

Shelf life Statement:

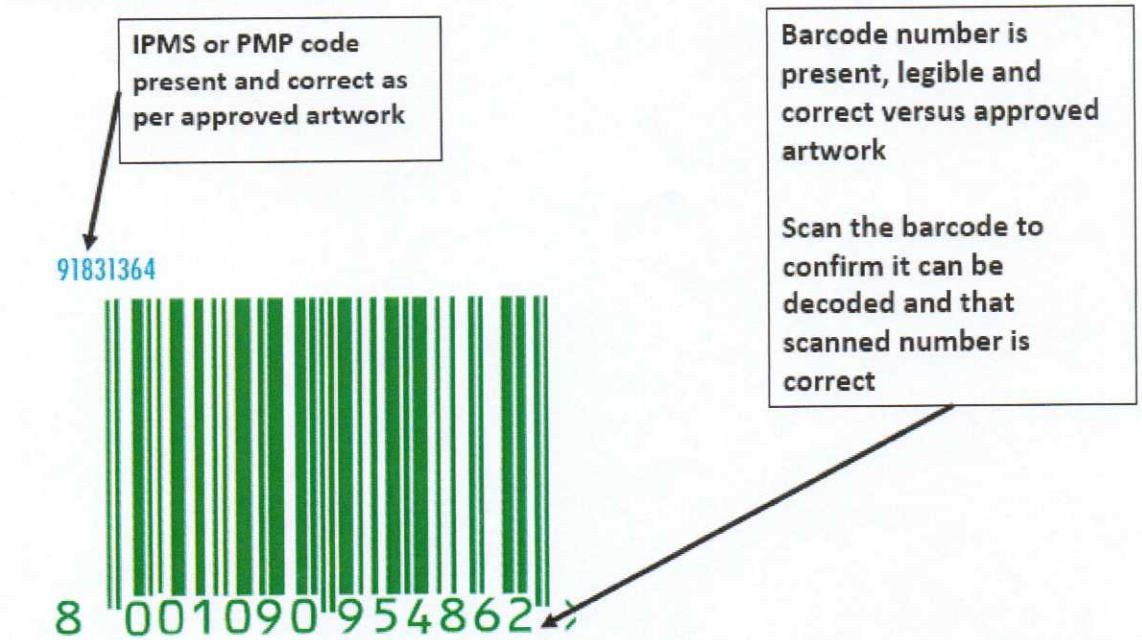
Shelf life statement present and correct as per approved artwork



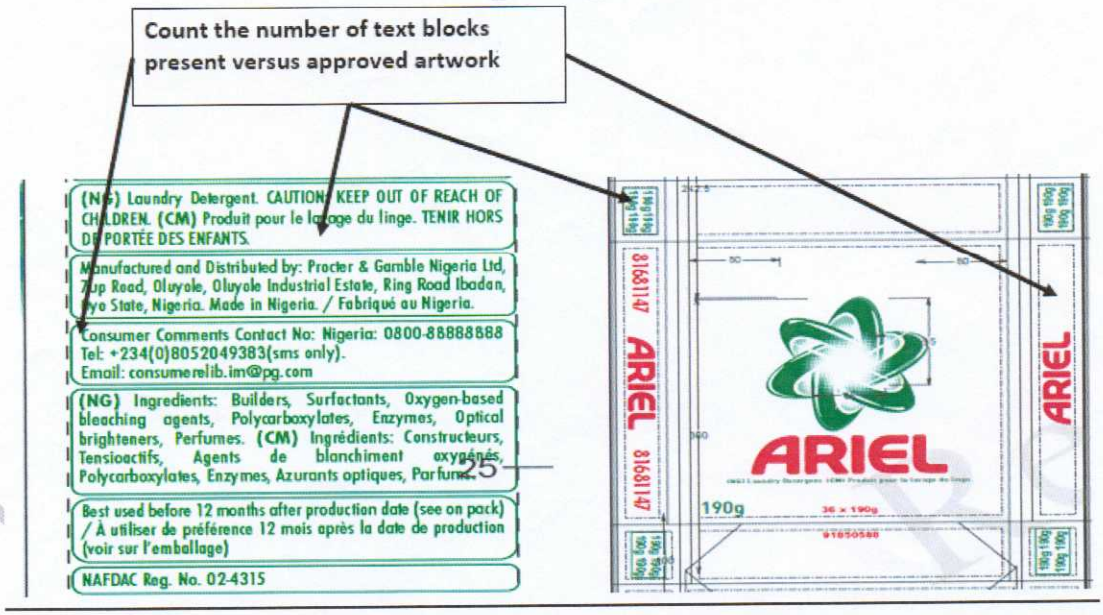
NAFDAC registration number present and correct

IPMS and PMP GCAS Code:

Barcode/GTIN:



Number of text Blocks:



PACK MATERIAL EXPIRY CHECK

27. Expiry date for every pack material is 2 years and is maintained on SAP by receiving technician

28. Analyst MUST check the expiry date of pack materials in SAP using code MSC2N to ensure that it is exactly two years from to ensure that it is exactly two years from date of manufacture before attempting a manual release.

RELEASE PROCEDURE AND DOCUMENTATION

29. The analyst will assign release number, provided release criteria are met and electronically sign the Assay Report. He/she will also document the release date and release number in the material status data base (see attachment 6). The MQS sheet is also filled to track supplier quality.
30. The Material Analyst name and release number for the material is electronic approval to the Assay/Inspection sheet and filed electronically. Only the hard copy COA will be filed with the following information's: Analyst signature, date of release and GR number for the material. Soft copy of all electronic COA will be saved both on the computer and in the external hard drive. (Electronic filing includes keeping soft copies of assay sheets both on the computer and in the external hard drive).
31. The QC analyst then take the approval labels generated from the release to the RPM/FP issuance and receipt technician who then ensures it is pasted to the appropriate material.

RELEASING NEW MATERIALS

32. EO material must have approved protocol and a certificate of analysis before release for use on the line. QC analyst must have an Approved protocol duly signed by all applicable people and the CoA is also checked against MPMP/PMP before EO material can be released.
33. Warehouse receiving technician pastes quarantine label on EO material before it can be sampled by QC analyst.
34. If a commercial quantity of the EO material was ordered and it passes the EO, a copy of the Close out Report is sent to the QC analyst and the white EO label is replaced with green labels for normal line production, if it does not pass the EO, the material is blocked on SAP and rejected according to laid out procedure.
35. After the EO material has passed the qualification and close out report signed off, the next delivery MUST be accompanied with an eCoA.

REJECTIONS

36. The material is rejected if it is physically damaged or does not match the Approved reference sample, COA inconsistencies, variation in measurable parameter and attribute parameter, QC analyst will immediately inform the Warehouse, Material Planner, P&G ESS MPD, P&G ESS Site Leader, P&G ESS QA Leader and site QA leader.
37. Material with Out Of Limit parameters that line require will need a provisional material Acceptance (PMA) dully authorize by the Site QA manager, P&G ESS MPD, P&G ESS Site Leader, P&G ESS QA Leader (For P&G materials only), before QC analyst will release such material.
38. The QC analyst will paste a red A4 size "Reject" stickers on the Quarantine label of the container(s) and this will also be pasted on the 4 corners of the material, see Reject label Attachment of SOP on pasting of label (UCL/IBDSITE/CD/Q/11)
39. Assay Report is signed "Reject" electronically and it is moved to blocked status on SAP. As soon as the rejected material is labeled, the Material Planner, MPD and Warehouse Tech. or his Designate are notified.

40. The RPM issuance and receipt Technician will ensure that the material is moved immediately to the Reject area/Reject cage.
41. The reject material Technical Report will be filled for all rejects and handed to site Reject Material Owner. (See Warehouse Reject SOP (UCL/IBDWHSE/CD/Q/01 attachment)

Supplier Qualification, Visit and Capabilities Development

43. Supplier visit is done quarterly by MPD team to check supplier consistency and to close any form of COA inconsistencies and action plan to close gap. Qualification of pack material suppliers is a joint responsivities of both Ugee and P&G(for P&G material Suppliers only)

PLACING/PASTING GREEN RELEASE STICKERS

44. Follow SOP UCL/IBDSITE/CD/Q/11 for pasting of Labels on Starting Materials on proper labeling system.

LEAD TIME FOR MATERIAL RELEASE

45. The lead time for all pack materials release is 24hours from receipt of GRN. For materials received after 5pm, analyst on shift will attend to the material received based on priority.

DEFINITION

MPD- Material planning and distribution
RPM- Raw and pack material
COA- Certificate of analysis
eCOA-Electronic Certificate of Analysis
GR- Good Receipt
PMP- Packing Material Part
MPMP- Master Packing Material Part
ASL-Approved supplier list
MQS-Material Quality status
PMA-Provisional Material Acceptance

REASON FOR UPDATE

Version 1: New SOP

End of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Qualification Sheet
Attachment 2 – Model Answer
Attachment 3 – Flow Chart for Pack Material Sampling and Receipt.
Attachment 4 – Assay sheet
Attachment 5 -- Sample Identification Label
Attachment 6 -- Material Status Sheet
Attachment 7 – Pack material Bar Code Result Sheet
Attachment 8 – Pack Material Sampling - Single Normal

Attachment 9 – Pack Material Sampling - Single Tightened
Attachment 10 – Pack Material Sampling - Single Reduced
Attachment 11 – Pack Material SOP step up card
Attachment 12 – Pack Material MQS
Attachment 13 – Artwork Disaster Checklist