

	FORMAT NO.	REVISION NO.	EFFECTIVE DATE	NEXT REVIEW DATE
	SIPL/SOP/PR/01-F01	NIL	1 st Oct 2023	1 st Oct 2025

SAIPRO INDUSTRIES PRIVATE LIMITED

BATCH MANUFACTURING RECORD

GENERIC NAME:

PRODUCT NAME:

BATCH DETAILS:

BATCH NO.		
LOT NO.	LOT SIZE	LOT TIMING
LOT 1		
LOT 2		
LOT 3		
LOT 4		
LOT 5		
TOTAL BATCH SIZE (In Kgs)		

CUSTOMER NAME:

MFG DATE:

EXPIRY DATE:

PACK SIZE:

DATE:

LINE CLEARANCE CHECKLIST FOR WAREHOUSE RM ISSUANCE

Batch No.:		
Area:	Warehouse	Date:

Sr. No.	Check List	Ok/NotOk/ NA
1.	Check and ensure that the area /equipment are visually cleaned.	
2.	Ensure the area is free from previous product and unwanted materials	
3.	Ensure the temperature and relative humidity are within the specified limit	
5.	Check the proper gowning of personnel	
6.	Check the present status of label which shows the detail of activity	
8.	Ensure that the weighing balances are calibrated	
9.	Ensure the QC approved RM issuance by store	
10.	Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept.	
11.	Ensure that the Riser filters Grill are cleaned.	

SIGN & DATE
Checked By

SIGN & DATE
Verified By

MANUFACTURING EQUIPMENTS

MACHINE & EQUIPMENT	CLEANED BY	CHECKED BY
BLENDER SIPL/EQ/PR/BL500/001		
BLENDER SIPL/EQ/PR/BL500/002		
BLENDER SIPL/EQ/PR/BL100/003		
BLENDER SIPL/EQ/PR/BL35/004		
SIFTER SIPL/EQ/PR/SFT/005		
SIFTER 48 SIPL/EQ/PR/SFT48/006		
SIFTER 40 SIPL/EQ/PR/SFT40/007		
SIEVE		
MAGNETIC GRILL		
SAMPLING SPOON		
MACHINE DISMANTLINGTOOL KIT		
CLEANING CLOTH		
VACUUM CLEANER /BLOWER SIPL/EQ/EG/VC/037		

SIGN & DATE
Verified By

LINE CLEARANCE CHECKLIST FOR PROCESSING (WEIGHING/BATCHING/SFG)

Batch No.:		
Area:	Processing	Date:

Sr. No.	Check List	Ok/NotOk/ NA
1.	Check and ensure that the area /equipment are visually cleaned.	
2.	Ensure the area is free from previous product and unwanted materials	
3.	Ensure that Blender with Vibro sifter is cleaned and free from dust.	
4.	Ensure the temperature (25°C ± 2) and relative humidity (< 60) are within the specified limit	
5.	Check the proper gowning of personnel	
6.	Check the present status of label which shows the detail of activity	
7.	Ensure that the weighing balances are calibrated	
8.	Check the raw material / packing material for name, material codes, appearance, batch no., expiry date etc.	
9.	Ensure the cleanliness of the container in which the weighing material is to be kept.	
10.	Ensure that the Riser filter Grills are cleaned after every product changeover.	

SIGN & DATE
Checked By

SIGN & DATE
Verified By

PACKAGING MATERIAL DISPENSING CHECKLIST FOR WAREHOUSE PM ISSUANCE

Batch No.:		
Area:	Warehouse (Packing Material)	Date:

Sr. No.	Check List	Ok/Not Ok/ NA
1.	Check and ensure that the area is visually clean	
2.	Ensure the area is free from previous product and unwanted materials	
3.	Check the proper gowning of personnel	
4.	Check the present status of label which shows the detail of activity	
5.	Ensure that the weighing balances are calibrated	
6.	Check the previous batch packing material cleaned from the floor	
7.	Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept.	
8.	Ensure that the dispensed packing material is kept on pallet	
9.	Ensure that the PM which is dispensed should be Approved by QC	
10.	Ensure all required packing material has been dispensed (like Jar, Pouch, Scoup, cap, label, wad, Slive, Auth Code, Shrink Wrap & Carton Box)	

SIGN & DATE
Checked By

SIGN & DATE
Verified By

LINE CLEARANCE CHECKLIST FOR PACKAGING AREA

Batch No. :		
Area:	Secondary Packaging	Date :

Sr. No.	Check List	Ok/Not Ok/ NA
1.	Check and ensure that the area /equipment are visually cleaned	
2.	Ensure the area is free from previous product and unwanted materials	
3.	Ensure the temperature and relative humidity are within the specified limit	
5.	Check the proper gowning of personnel	
6.	Check the present status of label which shows the detail of activity	
7.	Ensure that the weighing balances are calibrated	
8.	Check the raw material / packing material for name, material codes, appearance, batch No., expiry/retest date etc.	
9.	Ensure the cleanliness of the container & accessories in which the dispensed material is to be kept.	
10.	Ensure that the riser filter Grills are cleaned after every product changeover.	

SIGN & DATE
Checked By

SIGN & DATE
Verified By



SAIPRO INDUSTRIES PVT. LTD.

Gat No.286, 287, A/P – Kasaramboli, Tal-Mulshi, Dist- Pune 412115.

DAILY OPRP & CCP CHECKLIST (QUALITY BMR -SHEET 1)

DATE & TIME	CONTROL TEMP & HUMIDITY (CCP 1) Weighing Room						Observations	Remarks
	Lot No.	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5		
	Temp (25 degree +/- 2)							
	Humidity (<60)							
	CONTROL TEMP & HUMIDITY (CCP 1) Blending Room 1						Observations	
	Lot No.	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5		
	Temp (25 degree +/- 2)							
	Humidity (<60)							
	CONTROL TEMP & HUMIDITY (CCP 1) Blending Room 2						Observations	
	Lot No.	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5		
	Temp (25 degree +/- 2)							
	Humidity (<60)							
	CONTROL TEMP & HUMIDITY (CCP 1) SFG Room						Observations	
	Lot No.	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5		
	Temp (25 degree +/- 2)							
	Humidity (<60)							
	BLENDER + VIBRO SIFTER (OPRP 1)						Observations	
	Sieves/Mesh Size #	20#	30#	60#	80#	Other size (If any)		
	Cleanliness							
	Integrity							
	Cuts							
	Gasket							
	MAGNETIC GRILL (CCP 2)						Observations	
	Cleanliness							
SIGN & DATE CHECKED BY				SIGN & DATE VERIFIED BY				



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DAILY OPRP & CCP CHECKLIST (QUALITY BMR -SHEET 02)

DATE & TIME	CONTROL TEMP & HUMIDITY (CCP 1) E Primary Section 1 () / Primary Section 2 ()					Observations	Remarks		
	Lot No.	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5			
	TEMP (25 degree +/- 2)								
	Humidity (<60%)								
METAL DETECTOR (CCP 3)									
	Checkpoints	Cleanliness of Hopper	Cleanliness of Discharge Channel	Air Pressure (5 Bar Min-7 Bar Max.)	Sensitivity NLT 90% (from Display)	Time	FE (0.8 MM)	NON - FE (1.0 MM)	SS (1.2 MM)
	Lot 1								
	Lot 2								
	Lot 3								
	Lot 4								
	Lot 5								
POUCH SEALER (OPRP 2)									
	Checkpoints	Heater is working properly	Seal cleanliness	Film folds are sealed properly	Seal strength through squeeze test	Time	Observation	Remark	
	Lot 1								
	Lot 2								
	Lot 3								
	Lot 4								
	Lot 5								
WAD SEALER (OPRP 3)									
	Checkpoints	Heater is working properly	Seal cleanliness	Film folds are sealed properly	Seal strength through squeeze test	Time	Observation	Remark	
	Lot 1								
	Lot 2								
	Lot 3								
	Lot 4								
	Lot 5								

**SIGN & DATE
CHECKED BY**

**SIGN & DATE
VERIFIED BY**

OPERATIONS

Batch No.:			
Area:		Date:	

INSTRUCTIONS:

- Check the material in the Blending room & Unload in the Blender.
- Mix the content by starting the blender for 45 mins.
- Mix the content Clockwise & Anti-clockwise for every 10 min.

NOTE: AFTER UNIFORM MIXING OF BLEND, TRANSFER MATERIAL TO VIBRO SIFTER.

EQUIPMENTS FOR OPERATION	SIPL/EQ/PR/BL _____				
	SIPL/EQ/PR/SFT _____				
LOT NO.	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
BLENDING START TIME:					
BLENDING END TIME:					
INTIMATION RAISED BY					
QC SAMPLING TIME:					
SIGNATURE OF SAMPLED BY QC					
SIFTING START TIME:					
SIFTING END TIME:					
PASS THROUGH MAGNET GRILL					

SIGN & DATE
PROCESSED BY

SIGN & DATE
CHECKED BY

SIGN & DATE
VERIFIED BY

SAMPLING OF SEMI-FINISH PRODUCT

PRODUCT QUALITY & SAMPLE CHECK						
Parameters to Check	√/x	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
Uniform Mixing / Blending of Powder						
Sieve Integrity						
Appearance & Color of Powder						
Foreign Matter						
Aroma of Powder Product						
Aroma After Mixing in Water						
Mixability /Solubility in water						
Consistency after Mixing						
Time Required for Mixing in Water						
Sensory as per label						
Color after Mixing in Water						
Overall Product Remark						
Moisture (%)	--					
pH	--					
Done by	--					
Approved by	--					

LABEL APPROVAL

SIGN & DATE PRINTED BY	SIGN & DATE CHECKED BY	SIGN & DATE APPROVED BY	SIGN & DATE AUTHORIZED BY

**Note: Above labels pass/ fail as per standard art work/specification*

PRIMARY PACKAGING SECTION (FILLING LINE)

*ENSURE THAT ALL FILLING MATERIAL RECIVED IN PRIMARYPACKING SECTION

FILLING TYPE:

DIRECT JAR JAR+POUCH DIRECT POUCH SACHET CAPSULE

LOT NO.	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
DATE					
START TIME					
DATE					
END TIME					
DONE BY Sign & Date					

SECONDARY PACKAGING SECTION (LABELLING LINE)

*ENSURE THAT ALL PACKING MATERIAL RECIVED IN SECONDARYPACKING SECTION

FILLING TYPE:

DIRECT JAR JAR+POUCH DIRECT POUCH SACHET CAPSULE

LOT NO.	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
LEBELLING/COADING:					
DATE					
START TIME					
DATE					
END TIME					
(A) PACKED QUANTITY					
YIELD %: Total Packed Quantity / Batch Size X 100					
TOTAL PACKED CARTONS					

SIGN & DATE
SUPERVISED BY

SIGN & DATE
VERIFIED BY

SAMPLING OF FINISH PRODUCT

✓ INTIMATION TO QUALITY CONTROL:

LOT NO.	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
SAMPLE INTIMATION RAISED BY					
STOCK KEEPING UNIT					
COLLECTED QUANTITY					
SAMPLE COLLECTED BY					

SIGN & DATE
PRODUCTION MANAGER

SIGN & DATE
QUALITY DESIGNEE

FINAL FINISH PRODUCT CHECK

***NOTE: CHECK RAMDOM FINISH PRODUCT CARTONS.**

Batch No.	
Parameters to Check	Observations
Quality of Empty Jar/Pouch/Monocarton	
Check Product weight	
Quality of Pouch Packing / Sealing	
Check spoon confirmation	
Check Quality of Wad / Foil Sealing	
Check Label	
Check Batch Coding Primary & Secondary Pack	
Quality of Sleeve	
Check Master Carton Count & Labelling appropriately	
Overall Product Packing & hygiene	
No. of Units Checked	
Defected observations quantity	

Note: _____

FG TRANSFER OF FINAL PRODUCT TO WAREHOUSE	
SLIP RAISED BY (PRODUCTION)	TIME: SIGN& DATE:
SLIP RECIVED BY (WAREHOUSE)	TIME: SIGN& DATE:

SIGN & DATE
SAMPLE BY IPQC

SIGN & DATE
SAMPLE CHECKED BY QC

SIGN & DATE
QA MANAGER

SIGN & DATE
WAREHOUSE MANAGER

SIGN & DATE
OPERATIONS MANAGER

SIGN & DATE
QUALITY HEAD