

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

**SAIPRO INDUSTRIES PRIVATE LIMITED**

**BATCH MANUFACTURING RECORD**

**GENERIC NAME:**

**PRODUCT NAME:**

**BATCH DETAILS:**

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

**CUSTOMER NAME:**

**MFG DATE:**

**EXPIRY DATE:**

**PACK SIZE:**

**DATE:**

**LINE CLEARANCE CHECKLIST FOR WAREHOUSE RM ISSUANCE**

<b>Batch No.:</b>		
<b>Area:</b>	Warehouse	<b>Date:</b>

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 DISMANTLING TOOL KIT		
CLEANING CLOTH		
VACUUM CLEANER /BLOWER SIPL/EQ/EG/VC/037		

SIGN & DATE  
Verified By

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

<b>Batch No.:</b>		
<b>Area:</b>	Processing	<b>Date:</b>

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:**

<b>Sr. No.</b>	<b>Check List</b>	<b>Ok/Not Ok/ NA</b>
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 BySIGN & DATE  
Verified By

**LINE CLEARANCE CHECKLIST FOR PACKAGING AREA**

<b>Batch No. :</b>		
<b>Area:</b>	Secondary Packaging	<b>Date :</b>

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				



## SAIPRO INDUSTRIES PVT. LTD.

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

### 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%)								
<b>METAL DETECTOR ( CCP 3)</b>									
	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								
<b>POUCH SEALER (OPRP 2)</b>									
	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								
<b>WAD SEALER (OPRP 3)</b>									
	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

<b>Batch No.:</b>			
<b>Area:</b>		<b>Date:</b>	

### 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.

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

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**

<b>SIGN &amp; DATE PRINTED BY</b>	<b>SIGN &amp; DATE CHECKED BY</b>	<b>SIGN &amp; DATE APPROVED BY</b>	<b>SIGN &amp; DATE AUTHORIZED BY</b>

*\*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:**

<b>LOT NO.</b>	<b>LOT 1</b>	<b>LOT 2</b>	<b>LOT 3</b>	<b>LOT 4</b>	<b>LOT 5</b>
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