



## Procedure

# DISPENSING FOR SHIPMENT

### AUTHOR

Quality Assurance Assistant	Signature.....
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### VERIFICATION

Quality Assurance Manager	Signature .....
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### AUTHORIZATION

Quality Assurance Manager	Signature ..... Date 22.04.2013
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**Expiry Date      22/04/2015**



## Re-Approvals Form

REAPPROVED ON \_\_\_\_\_  
EXPIRES ON \_\_\_\_\_  
QUALITY ASSURANCE \_\_\_\_\_

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## 0. Revision Matrix

REVISION	DATE	UPDATE CARRIED OUT AND REASON FOR UPDATE
01		Date Rev. 00 Withdrawn
02		Date Rev. 01 Withdrawn
03		Date Rev. 02 Withdrawn
04		Date Rev. 03 Withdrawn
05		Date Rev. 04 Withdrawn
06		Date Rev. 05 Withdrawn
07		Date Rev. 06 Withdrawn
08		Date Rev. 07 Withdrawn
09		Date Rev. 08 Withdrawn



## 1. Scope and Application

To standardize the operations relating to the preparation of goods for shipment.

## 2. Responsibility

Responsibility lies with the person assigned responsibility of the warehouse.

## 3. Procedure

- RECEIPT OF SHIPMENT ORDERS

Warehouse receives the shipment order from the Sales/Logistic department. Register the following information in the shipment order:

- The batch number;
- The date of manufacture;
- Batch Composition: number of containers/packages, gross weight and net weight of the containers:

and then return a copy of the shipment order with the data added to Sales/Logistic.

- PREPARATION OF GOODS

- a) In case it is necessary to manipulate the product in order to dispense portions, this must be done in the finishing area. This is done under the condition that there is no subsequent manipulation of starting material, intermediate or finished product in that location; that at least 15 minutes have passed since the previous handling of another substance in that area and that the room has been cleaned according to procedure G.SOP. 008. Warehouse then carries out the operations of packaging and labeling as laid down by the procedure P.SOP. 003. The drums containing the product should be covered during any transportation from the finished goods warehouse to the packaging area (12W) as the transfer takes place through uncovered areas. The special rolls available in the finished goods warehouse must be used for this purpose. The same rolls should be used even when the drums are transferred directly from the packaging area to the shipment bay.
- b) Sales announces the hour scheduled for courier consignment of the product and forward the shipment and destination labels to the Warehouse (the latter are both for individual containers larger and to be affixed on the pallets).



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- c) Warehouse prepares the goods and transfers them to the receipt goods area where the following actions are performed:
- Check the correct quantity, labeling and general State of cleanliness and integrity of the packaging. Any faults must be reported to the direct superior in order to carry out the necessary interventions.
  - Verify the correspondence between the data entered in the domestic production identification labels and those reported in the shipment labels, with particular attention to code, product name and batch number.
  - Replace the domestic production identification labels with the shipment labels provided by Sales and apply the destination labels (usually on top of container).
  - Whenever possible, place different batches on different pallets.
  - Apply on each platform at least two labels bearing the name of the recipient and any safety hazard labels prescribed by regulations.