

Company Name XXX	STANDARD OPERATING PROCEDURE FOR SAMPLING OF PACKAGING		Page 1 of 1
			No XXX
	Department	Section	Validity date XXX
Prepared by XXX Date XXX	Checked by XXX Date XXX	Approved by XXX Date XXX	Replaced No. XXX Date XXX

Reception

1. Quality Controller receive delivery report then perform arrangement based on:
 - a. Requirement (URGENT notification)
 - b. FIFO
2. Note it in packaging protocol all the data as :
 - a. Date receipt
 - b. SPO number
 - c. Packaging material name
 - d. Material control report no.
 - e. Supplier's name
 - f. Container name

Visual assessment for al packaging received

1. Check all quarantine labels on every container:
 - a. Date receipt
 - b. SPO number
 - c. Packaging material name
 - d. Quantity
 - e. Container name
2. Check the material condition
 - a. Packaging broken or almost broken, mismatched with PO
 - b. Unsealed
 - c. Packaging originality doubted

Sampling procedure

1. Military standard sampling applied ($\sqrt{n} + 1$)
2. Sampling based on type of packaging material:
 - a. Paper packaging: carton, ticket/label/brochure
 - b. Glass packaging: bottle
 - c. Plastic packaging: plastic bag, pot, bottle, and its cap
3. Check again all data on sample label.