

Company Name XXX	MASTER FILLING PROCEDURE		Page 1 of 2
			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

Product Code	Product Name	Batch No.	Batch Qty	Product Aspect	Packing	Filling / Packing Date

### **I. Composition      Anti dandruff shampoo - 200 ml**

Materials :

Bulk Anti dandruff

Formula 23563 - 1000 kg

Plastic bottle Anti dandruff 200 ml - Code No 1234 - 5500 unit

Plastic Cap diameter 3.0 cm , white - Code No 4567-5500 unit

Carton Box , brown , capacity 12 bottle a 200 ml , Code 7890

Insulating tape , Code 8765 - 20 rolls

Batch no :

### **II. Specification :**

1. Texture / Colour : match standard
2. Identification product : conformed
3. Leakage : negative
4. Average weighed : 200 - 210 gram
5. Usage test : conformed
6. Microbiology : less than 1000 CFU/g

### **III. Equipment :**

1. Filling machine FM 2005 & accessories
2. Capping machine
3. Balance, capacity : 100 - 500 gram
4. Printing equipment for Batch No
5. Packing devices

#### IV. Filling preparation :

1. Verify and count the quantity of packing material delivered by warehouse.
2. Verify the quantity bulk going to be filled
3. Check the cleanliness and functioning of filling equipment & accessories
4. Implement a " Line clearance " before starting the filling operation
5. Check the quantity of operators going to implement the filling
6. All the packing material & bulk should be already in status " approved "

#### V. Filling Procedure

1. Fill the " Line clearance " form before starting the filling.
2. Make filling quantity according to the production request ( size ,quantity )
3. Take sample during filling & packing , following the sampling procedure agreed.
4. At the end of filling/packing, calculate the consumed starting material ( Reconciliation )
5. Return the remaining packing materials to the ware house, accompanied with complete identification, quantity , status and well packed.
6. Transaction of returning remaining packing material to warehouse should be noted and record.

#### VI. Reconciliation :

Result reconciliation	Check by	Approved by :
Theoretical result		
Real result		
Result limit	Supervisor filling Date	Production Head Date
If the real result is not conforming to the result limit, make a verification		

Verification of Filling Process

Verification of Batch filling Records,

Supervisor Filling

Production Head

Quality Control Head

Date

Date

Date