

Company Name XXX	STANDARD OPERATING PROCEDURE SAMPLING OF FINISHED PRODUCT		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. Production unit
  - b. FIFO
2. Note it in bulk protocol all the data as:
  - a. Name
  - b. Type of bulk
  - c. Batch No.
  - d. Sampling date

### Visual assessment on all packaging received

1. Quality Controller check Quarantine labels from each container:
  - a. Name
  - b. Type of bulk
  - c. Batch No.
  - d. Sampling date
2. Check is there any unconformity for bulk, and informs to quarantine warehouse section if the storing condition is improper.

### Sampling Procedure

1. Sampling plan  
Sampling based on type of product and sampled by quality controller or anyone in charge.
2. Sampling preparation:
  - a. Fill in sample "label" suitable to number of sample container.
  - b. Attached each label on sample bottle which already prepared.
3. Quantity of bulk sampled various for 1 batch depend on test control:
  - a. 20 packs per each batch randomly for powder product
  - b. 10 strips @ 4 capsules randomly for capsules product
  - c. 10 packs of pills each batch randomly for pills product
  - d. 20 tubes each batch randomly for cream product
  - e. 20 packs each batch randomly for liquids, pillis and tapel product
  - f. 20 packs each batch randomly for cold powder product
  - g. 150 ml each batch randomly for Telon oil product
  - h. 30 packs each batch randomly for honey
4. Check once more all data in sample label and sampling memo.