



Batch Reconciliation Sheet for Tablet Packing

(Ref. SOP MAN-060; MAN-080)

Form-125
Issue date:

MAN-060 Reconciliation of Component and Product; MAN-080 Example-Manufacturing Instruction for Tablet Packing

Product Description:		BPN:	Code:	Line:	Date:
Retention Samples:		Total Pack Quantity:			

	Material Code	Lab. Batch Number	Received Qty	Rejected Qty	Returned Qty & Return no	Sent to IP
Tablets						
PVC Film						
Printed Foil						
Cartons						
Leaflets						



Form-125
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BPN:

	Material Code	Lab. Batch Number	Received Qty	Rejected Qty	Returned Qty & Return No	Sent to IP
Slip Sheet						
Shippers						
Shipper labels						

Tablets Reconciliation		Cartons Reconciliation	
A. No. of Tablets Received		A. No. of Cartons Received	
No. of Tablets Packed		No. of Cartons Packed	
No. of Tablets Sampled		No. of Cartons Sampled	
No. of Tablets Rejected		No. of Cartons Rejected	
No. of Tablets Returned		No. of Cartons Returned	
B. Total Tablets Used		B. Total Cartons Used	
(B/A) x 100 = Tablets Yield		(B/A) x 100 = Cartons Yield	



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Leaflets Reconciliation		Labels Reconciliation	
A. No. of Leaflets Received		A. No. of Labels Received	
No. of Leaflets Packed		No. of Labels Packed	
No. of Leaflets Sampled		No. of Labels Sampled	
No. of Leaflets Rejected		No. of Labels Rejected	
No. of Leaflets Returned		No. of Labels Returned	
B. Total Leaflets Used		B. Total Labels Used	
(B/A) x 100 = Leaflets Yield		(B/A) x 100 = Labels Yield	

To calculate reject tablets	Floor	Machine	In Process	Total
A. No of reject blisters				
B. Weight of 1 empty blister				
C. Total Weight of empty blisters				
D. Total Weight of Tablets and blisters containing tablets				
E. Total Weight of reject tablets				
F. Weight of 1 single tablet				
A x B = C D - C = E				
E ÷ F = No of Reject Tablets				

Setup time
= Start of Line Clearance to 1st full shipper

Processing time
= 1st full shipper to start of Line Cleaning (including backlog)

Tear Down time
= start of Line Cleaning to end of Line Cleaning



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Note:

- 1) The amount recorded in the "quantity column" is to equal the amount recorded on the pallet ID card for **all pallets**.
- 2) The operator must check and sign for the correct quantity of each pallet before booking out the pallet.
- 3) Record quantity on pallet ID card **without** lab samples.
- 4) GBS stands for Goods Booking Slip #

PALLET No	LAST SHIPPER LABEL Number	Pallet QTY	SIGN	GBS	PALLET No	LAST SHIPPER LABEL Number	Pallet QTY	SIGN	GBS
1					11				
2					12				
3					13				
4					14				
5					15				
6					16				
7					17				
8					18				
9					19				
10					20				

Comments

Name:

Sign:

Date