

Standard Operating Procedure

Title: Sampling of Components and Printed Materials

Department	Warehouse		Document no	WAR-050	
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Document Owner

Warehouse Manager

Affected Parties

All warehouse staffs working as a sampler.

Purpose

To describe the procedure and schedules for sampling components and printed material.

Scope

Warehouse sampling of Packaging Materials by Samplers.

Definition

Pre sampled	Sample coming from the approved supplier in a separate box.
Packaging materials	
Site ID label	Company Identification label

Related Documents

Form-010	Sample Request Form
Form-090	Sampled Stickers
TEM-150	Packaging Material Specification and Test Report
WAR-005	Receipt of Incoming Goods

EHS Statement

- Take care when using knives.
- Due care to be taken when assessing the stability of loads of packaging materials that may have shifted and become unstable in transit from the supplier.
- Gloves and safety glasses must be worn when handling 70% IPA (Alcohol) where needed.

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	<p>Label the box with "Sampled Partial" sticker and fill in the required details.</p> <p>Place the samples into a sample bag and label with an Site label collected from warehouse.</p>
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6. Plain and Printed Aluminium Foils (printed on one or both side)

<p>SAMPLING PLAN</p>	<p>To take the sample...</p> <p>If printed foils are received as rolls, these are to be sampled and each roll MUST be labelled with Site ID label and four ID labels are applied to each side of the pallet at the lowest point. This is to ensuring that the right label goes with the right roll.</p> <p>For 10 rolls or less, sample all 10 rolls of printed Aluminium foil.</p> <p>For 11 or more rolls sample $\sqrt{n} + 1$ rolls.</p> <p>Samples should be approx. 1.5m in length (not from the outside of roll) and, in the case of a repeatable pattern, should contain at least <u>15 full patterns</u>.</p> <p>If foils are received as rolls, the outside box needs to be numbered (from 1 to however many samples taken). Write the number clearly on the box using a Black marker. Cut the box open at the top, remove the foil (with the plastic covering) from the box.</p> <p>Un-wrap the plastic film from the foil and place the foil on the sampling table. Discard approximately 2 metres of foil from the start of the roll.</p> <p>Cut the sample from the roll using a safety knife or scissors.</p> <p>Using a Black marker, write the corresponding number from the box on to the sample (in a top corner).</p> <p>One Site label must be placed on each box, and one on the samples.</p> <p>Deliver the samples to the lab.</p>
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7. Bottles

7.1. Glass bottles

SAMPLING PLAN	Not Sampled
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7.2. Plastic Bottles

<p>SAMPLING PLAN</p>	<p>25 bottles taken for sampling.</p> <p>To take the samples...</p> <p>Cut the box or boxes open</p> <p>Wearing gloves, take the required amount of samples</p> <p>Seal the boxes</p> <p>Stick a "SAMPLED" sticker on the sampled boxes, writing the new quantity and date.</p> <p>Place Site label on each box and also on the sample bag.</p>
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8. Polyurethane Foam Disc

SAMPLING PLAN	<p>Take 10 samples from each delivery.</p> <p>Sampler to inspect the shipper for any signs of damage or contamination.</p>
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