

# Standard Operating Procedure

## Title: Example-Tablets Dispensary Procedure

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- 2.1. Ensure the IBC (Intermediate Bulk Container) is clean with an internal plastic lining in place. There should be a Yellow tag in the clear pocket, this will detail when, and who cleaned the vessel (see SOP MAN-070).  
Ensure the bottom of the bag is sealed with a tie, this must be done whilst wearing gloves, and positioned in such a way inside the IBC that the operator, who opens the bottom cap, can access the tied end of the bag easily. Also ensure the bottom cap of the IBC is securely in place.
  - 2.2. The IBC and the Waste bin must be kept in separated areas with marked lines. The Waste bin on the left and the IBC on the right. This ensures any dust generated whilst dispensing will be drawn into the filter system thus protecting the operator.
  - 2.3. Select the first raw material to be issued according to the TO (Transfer Order). Check the Raw Material name, Code and Batch Numbers on the container against those on the Transfer Order.
  - 2.4. If this information is correct, cut open the tablet bag and, with the forceps supplied, carefully pour the tablets in to the IBC bins. (If incorrect, inform Process Manager of Tablet Line.)
  - 2.5. Open the MI (Manufacturing Instruction) sheet for Dispensary Phase (see SOP MAN-080) and read thoroughly before starting. Fill out each section step by step. Complete the MI sheet by signing.
  - 2.6. At the end of the Dispensing operation for that batch number, an IBC Identification label (Form-380) is printed and fill up the section with Tablet Code, Name, Lab. Batch no, Quantity Dispensed, Manufacturer s Batch number, IBC number, Sign and Date. This IBC ID label should be placed in the plastic pouch on the IBC. If there are 2 or more IBC s used then that is how many labels need to be printed. The cleaning Tag (Form-145) from each IBC should be stapled to the rear of each printed label.
  - 2.7. Send the IBC bins to the production WIP area (See SOP WAR-030) including the MI Sheet for Dispensary Phase and the paperwork received from the warehouse according to SOP WAR-015.
  - 2.8. All empty tablet cartons are to be disposed of by putting in Green Paper/Cardboard Recycling Bin. These cartons are not to be crushed by hand. After dispensing these Recycling Bins are sent in the hoist to the warehouse area. Inner bags from the tablet cartons, whether plastic or foil are to be placed in the Blue Waste Bin. These are then taken to Waste Disposal Area.
  - 2.9. All spillages are to be cleaned up immediately, by mopping or vacuuming.
3. Post Weighing Cleaning and Procedures
- 3.1. Clean booth by a one-touch disposable wipe dampened with IPA.
  - 3.2. Clean floor by D Grade mop.
  - 3.3. At the end of the day ensure that all walls, floors, and surrounding areas are clean and free from materials.
  - 3.4. Turn the Booth OFF.