# **1. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to ensure that all finished products are approved and released according to the defined acceptance criteria.

**2. SCOPE:**

The scope of this SOP applies to the approval and release of finish products for market.

# **3. DEFINITIONS:**

NIL

# **4. REFERENCES:**

* ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices- Clause 8: Finished Products
* Food Safety Management: Requirements for a Food Safety System based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) principles

# **5. AUTHORITY AND RESPONSIBILITY:**

Management ensures that finished products meet the defined acceptance criteria.

**Employees**

All employees are responsible to adhering to this SOP.

# **6. METHOD:**

Our organization ensures that finished products are approved and released under controlled conditions.

**6.1 Release finished products**

Before the finished products are placed on the market, Batch Manufacturing Records are checking to ensure that manufacturing and packing activities completed as per the product requirements.

Finished products are released by authorised personnel responsible only.

**6.2 Storage of finished products**

Finished products are stored in demarcated areas under appropriate storage conditions for an appropriate

length of time. Stored finished products are monitored to ensure that undesirable environmental conditions do not affect the quality of the product.

Finished products are released, quarantined or rejected, and are stored in demarcated areas.

Finished product containers are identifiable according to:

a) name or identifying code;

b) batch number;

c) storage conditions when such information is critical to assure the quality of the product;

d) quantity.

Stock turnover and rotation is controlled according to the first in first out principles.

Periodic inventory checks should be performed to:

a) ensure inventory accuracy;

b) ensure that acceptance criteria are met;

Any significant discrepancy should be investigated.

**6.3 Shipment of finished products**

When shipping finished products, care is taken to assure the quality of the products is not compromised and consideration given to compliance with legal and other requirements pertaining to clearance by relevant authorities.

**6.4 Returned Products**

Returned products are identified and stored in demarcated areas and identified for testing, released

for distribution or rejected and disposed according to the Disposal of Non-conforming Product (GMP SOP05- Form 02).

# **7. RECORDS:**

The following records are maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Record Title**  | **Format** | **Medium** | **Retention Period** | **Custodian(s)** |
| 1 | Batch Manufacturing Records | English, Text | Electronic | 1 year | Production Coordinator  |
| 2 | Disposal of Non-conforming Product (GMP SOP05- Form 02) | English, Text | Electronic | 1 year | Production Coordinator |

# **8. DOCUMENT AMENDMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Summary of changes from previous version of the document** | **Changes Requested By** | **Remarks**  |
| 0 | First version released for implementation. | N/A | Nil |
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