

OP – BOTTLE SLEEVING AND LABEL CHECK

OBJECTIVE: To standardise the label checking procedure prior to application of bottle sleeves. This check is related to our **CCP 4 – Labelling**.

SCOPE: Bottle sleeving and label check record via **Fulcrum label profile**.

RESPONSIBILITY: Production line workers

FREQUENCY: Daily, prior to use of labels / change of label rolls

RECORD: Fulcrum Profile – Labelling

CORRECTIVE ACTIONS:

1. Any deviation observed will raise a corrective action prior to commencing / or resuming production. Obtain an authorisation from Production Manager / QA prior to commencing / resuming production.
2. Non-compliant labels must be identified and isolated.
3. Any product suspected of having been labelled with unacceptable sleeve shall be identified, isolated, and tagged rejected.

PROCEDURE (Trainer to show how the steps are done):

STEPS AND DETAILS	TRAINING	
	OJT	Ref.
1. Ensure correct entry procedure is followed: <ol style="list-style-type: none"> a. Always use pedestrian entrance c. Pass by PPE station (stairs) and wear hair net (and beard net if applicable) d. Obtain safety vest from cabinet e. Do not bring food/drinks/personal items in the filling room 	a b c d	
2. Obtain the production tablet and create a record in fulcrum : <ol style="list-style-type: none"> a. Select App: Profile – Labelling b. Select your name as Operator name c. Verify date and time d. Select SKU – verify with the production schedule and co-ordinate with production and filling team for sku changes. e. Select Bottle Batch Profile 	a b c d e	
3. Label Batch: <ol style="list-style-type: none"> a. Check if the SKU label is already applied. b. If yes, proceed to label batch profile selection. c. If no, ensure that the previous label roll has been removed from the machine and re-racked. Confirm the line is cleared of any other labels. Then select “Yes”. 	a b c	
4. Label Batch 1 Profile: <ol style="list-style-type: none"> a. Select correct SKU label b. Check that the label contains allergen declaration c. Check that “Not suitable as milk replacement for children” advisory statement appears on the label. d. Check that storage condition at or below 4°C and consume within 5 days after opening appears on the label. e. Check that pack size is shown on label (e.g. 350mL, 1L, 1.5L) f. Check that Country of Origin Logo appears on label 	a b c d e f	

5. Label Batch 2 & 3 profiles: (same steps as No. 4)	a	
6. Wastage (when applicable)		
a. Determine waste – bottle or labels and select “NEW” to open a new Profile – Waste window.	a	
b. Select your name as operator	b	
c. Verify date and time	c	
d. Select Category of waste “packaging”	d	
e. Select the packaging batch detail	e	
f. Type in the quantity	f	
g. Reason for waste	g	
h. Disposal method	h	
i. Add photo	i	
j. Select Production Manger / Quality Representative	j	
k. Have the record signed by person “j”	k	
7. Signature		
a. Sign on “Operators sign off”	a	
b. QA will sign on “QA sign off”	b	
8. Make sure to save the file.		
	Trainee Name	
	Trainee Signature	
	Trainer (Name & Sign)	
	Assessment date	
	Assessment result (Pass/Fail)	
	Verified by QA (name & sign)	
	Refresher due on	