



Packaging Process

| | |
|-------------------------------|--|
| INTRODUCTION | <p>Packaging is usually not taken with great concern as the manufacturing and filling processes. Most pharmaceutical, traditional or cosmetic manufacturers feel there is a low risk of product problem in this activity.</p> <p>Products, being filled in containers are unlikely to be contaminated and adulterated from environment and operators.</p> <p>Although this is true, there is an equally dangerous potential of product mislabeling and mix-up that may present as dangerous a problem as product contamination. Products of potent active ingredients may be mislabeled as product of low hazard, such as OTC or vitamins. When taken, especially by a compromised patient, the undesirable effects may be paramount and may lead to death.</p> |
| OBJECTIVE | <p>This 1-day workshop will give participants a basic understanding of packaging process, the various critical points requiring attention and in-process quality control.</p> <p>Participants will also be briefed on the requirements for product identity and the needs for a successful reconciliation.</p> |
| MODULES & SYLLABUS | <ul style="list-style-type: none">01 The basic packaging process flow<ul style="list-style-type: none">• Process flow from filling to cartoning• Products, materials & Personnel flow02 Critical control points in packaging<ul style="list-style-type: none">• Capping / insert / Labeling• Boxing & Cartoning• Segregate products and labeled materials• Requirements for security control03 In-process controls<ul style="list-style-type: none">• Area Clearance• On-line inspection (by QA and operators) & Reconciliation• Recording: accurate and on-tim04 Reconciliation<ul style="list-style-type: none">• Why need reconciliation• Preparative work & Recordings• Procedure & Acceptance criteria05 Importance of Training<ul style="list-style-type: none">• Why Training required• On-the-job training• Monitoring & Evaluation |
| CERTIFICATE | <p>To qualify the certificate of attendance, participants need to:</p> <ol style="list-style-type: none">1. PASS the entire test given. Note: Passing mark is 50%2. To attend at least 75% of the course |



| | |
|--------------------------------------|--|
| SCHEME | <ol style="list-style-type: none">Attendance: At least 75% of the course.Workshop: Lectures, exercises, case study or group discussion will be conducted in between the session.Test: Short tests will be given to evaluate the understanding of participants of the subjects given and to qualify the certificate of attendance.Q&A session: A forum with the facilitator will be provided at the end to provide participants to put forward any doubts and questions. |
| CERTIFICATE | To qualify the certificate of attendance, participants need to: <ol style="list-style-type: none">PASS the entire test given. Note: Passing mark is 50%To attend at least 75% of the course |
| TARGET GROUPS | This course will be beneficial to the packaging executive, supervisor, line leaders and packaging operators Max participants per session: 25 |
| DATE & VENUE | To be decided |
| DAYS OF COURSE | 1 Day |
| REGISTRATION & COURSE FEE | RM4,000.00 per day for training conducted in-house, inclusive of travelling and accommodation expenses. Additional participants (up to a maximum number of 35) will be chargeable at RM100 per pax. |
| FACILITATOR | Facilitator : Azman bin Abdul Jalil Qualification: B.Pharm (Hons), University Of El-Mansourah, Egypt, 1983. For CV, please go to our website at www.acissb.com |
| TRAINING PROVIDER | A1 Consultancy & Integrated Services Sdn Bhd No. 8670, Jalan Seri Wangsa 7, taman Seri Wangsa, Batu Berendam, 75350 Melaka, Malaysia. Tel: (606) 3178158 Fax: (606) 3176929 Email: azmanaj@acissb.com Ref. No. Ministry of Finance (Bumiputra status): 357-02063111 Register under code 220502 (Training) and 221709 (Audit and Certification) |
| SCHEDULE | As attached; Annex 1 |
| CONTACT PERSON | Azman Abdul Jalil, Tel: 06 – 3178158 H/P: 016- 663 6688 E-mail: azmanaj@acissb.com |



Annex 1

PROGRAM SCHEDULE *Packaging Process (Course)*

| PROGRAMME | TIME PERIOD | METHODOLOGY |
|---|-------------|---|
| 01 The basic packaging process flow | 1 hour | <ol style="list-style-type: none">1. Lecture class2. Case study3. Exercises4. Test Note: 1 hour for tests / breaks |
| 02 Critical control points in packaging | 2 hours | |
| 03 In-process controls | 1 hour | |
| 04 Reconciliation | 2 hours | |
| 05 Importance of Training | 1 hour | |