



Target 7 min

Reminders Procedure Overview Instructions & Explanations

<p> GMP guidelines apply</p> <p> Hearing protection</p> <p> Eye protection</p> <p>PPE In lab – as per lab guidelines</p> <p> Record errors in Error Log</p> <p> Additional person(s) required</p> <p> Picture on front side</p> <p> Enlarged picture on reverse side</p> <p> Obtain all tools & materials listed on reverse side</p> <p> Related SOPs, documents, etc</p> <p>STI TW052 – Avg Weights</p>	<p>1 Obtain tablet samples</p>	<p>1.1 Obtain required number of tablets as per table 1 on reverse side</p> <p>1.2 You will perform in-process checks as per ₁ ₂ on reverse side.</p> <p>1.3 Confirm pre-checks on reverse side </p>	<p>₁ 2.2 Ensure balance is clean</p> <p> Check under pan for tablets & dirt.</p>
	<p>2 Check calibration</p>	<p>2.1 Check balance is clean</p> <p>2.2 Check under pan for fallen tablets, dirt ₁</p> <p>2.3 Check level indicator – ensure balance is level</p>	<p>₂ 4.1 Tare balance</p> <p> Reading must be .000 g</p>
	<p>3 Prepare data recorder</p>	<p>3.1 Let Data recorder know who is performing tests – enter your initials</p> <p>3.2 Enter container number being sampled</p>	<p>₃ 5.1 Weigh tablet</p> <p> Place tablet on tray ₃</p>
	<p>4 Tare balance & ensure correct scale</p>	<p>4.1 Tare balance with clean tray ₂</p> <p>4.2 Confirm reading is .000 g</p>	<p>₄ 6.1 Press enter to record reading</p> <p> Press enter to record reading</p>
	<p>5 Weigh Tablet</p>	<p>5.1 Place tablet on tray ₃</p> <p>5.2 Close all doors</p> <p>5.3 Wait till reading stabilizes</p>	<p>6.1 Press enter on Data recorder to record stable reading ₄</p> <p>6.2 If reading outside FL1 or FL2 notify operator and resample </p> <p>6.3 If error, record in Data recorder error log </p>
	<p>6 Enter on data recorder</p>	<p>6.1 Press enter on Data recorder to record stable reading ₄</p> <p>6.2 If reading outside FL1 or FL2 notify operator and resample </p> <p>6.3 If error, record in Data recorder error log </p>	<p>7.1 Repeat steps 4 to 6 for complete set of tablets</p>
	<p>7 Repeat steps 4 - 6</p>	<p>7.1 Repeat steps 4 to 6 for complete set of tablets</p>	



Type A	At start-up	In-process	Resampling-after adjustment	Resampling-outside FL limits
Frequency	Start-up	every 30 mins	As req'd	As req'd
No. side 1	200	20	200	200
No. side 2	200	20	200	200
Total No.	400	40	400	400

Type B	At start-up	In-process	Resampling-after adjustment	Resampling-outside FL limits
Frequency	Start-up	every 30 mins	As req'd	As req'd
No. Active	200	20	200	200
No. Whole	200	20	200	200
Total No.	400	40	400	400

✓ Pre-Checks (Things to check before starting this process)

- Balance calibration verification was done and signed on startup paperwork
- Check tablet and lot matches paperwork

🔗 Tools & Materials Required

Qty	Description	Step
	<input type="checkbox"/> Plastic bags for defective tablets	
1	<input type="checkbox"/> Black pen	
2	<input type="checkbox"/> Sampling trays	
	<input type="checkbox"/> Clean towel/cloth for cleaning balance	

👤 People (Who is required or needs to be notified)

- Operator if any tablets have defects or are outside FL limits
- QO coordinator or leader if defects or outside FL limits

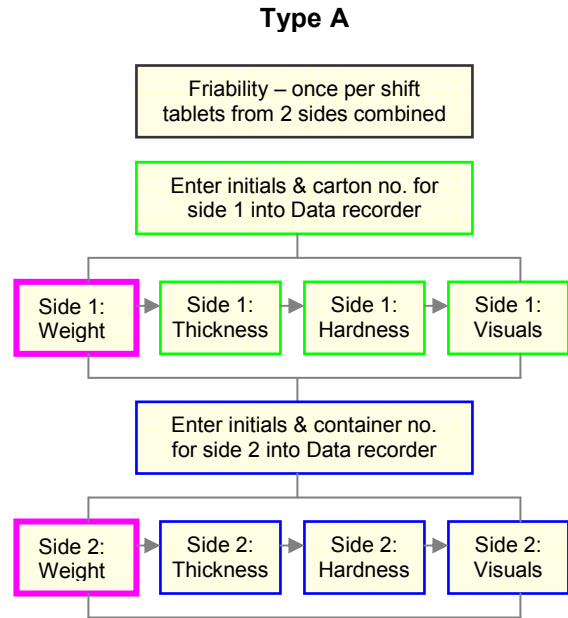
✓ Post-Checks (Things to check after completion)

- All paperwork correctly filled in
- Used tablets correctly handled
- Reject containers correctly handled

Comments, Changes, or Suggestions

Note – actual figures and some terms have been changed to protect confidentiality.

#1 1.1 In-process checks for single-layer tablets



#2 1.1 In-process checks for Type B tablets

