



STANDARD OPERATING PROCEDURE (SOP)

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Title: PRODUCT IDENTIFICATION AND TRACEABILITY	SOP No.: QPQ- 016
Effective: 01/14/2026	Rev.#/Date: Original 01/14/2026

1. PURPOSE:

To identify a product from the receipt of material through product manufacturing, and to provide procedures for identifying and tracking major ingredients, materials, test results, and final product during all stages of production, and delivery.

2. SCOPE:

- 2.1 This procedure applies to all new products manufactured and sold by Hamida Laboratory, Inc. (Hamida), and ensures that adequate controls are designed in the manufacturing process to provide identification as required throughout the process.
- 2.2 This procedure will not affect or impact existing Hamida GMP regulations and will work as a reciprocator.

3. DEFINITION (S): N/A

4. POLICY: N/A

5. RESPONSIBILITY:

- 5.1 Receiving Personnel is responsible for inputting information of received material/ingredient into the PFW system. If the supplier doesn't provide any item or lot number for the received objectives, Receiving Personnel will create a lot number by the PFW system for each received item.
- 5.2 Production Manager is responsible for the issuance of the "Batch Ticket" according to the Work Order's instructions, which was created by the Sales & Marketing Department as per the customer's order.
- 5.3 Production Manager is responsible for giving the finished product an ID NUMBER, a.k.a. Lot number, following this procedure.
- 5.4 The QMS Representative is responsible for ensuring this procedure is followed.

6. REFERENCE:

- 6.1 ISO 22716:2007 Quality Management System - Requirement

7. RELATED DOCUMENTATIONS

- 7.1 Customer Enquiry and Orders Entry Procedure – QPS-008
- 7.2 Quality Manual – QPQ-000

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8. PROCEDURE:

8.1 Origination

- 8.1.1 Research & Develop Group works out the specified formula, which shows the needed ingredients and materials for the product.
- 8.1.2 The Operation Manager creates a Master Batch Record according to the formula of the product. The Operations Manager will give a unique Product Code to every product.
- 8.1.3 Production Coordinator creates a unique item key (a.k.a. the ingredient code) for every single material and finished goods, which is shown on the Master Batch Record format. For any ingredient/material used in different formulas will be only one unique item key.
- 8.1.4 Production Coordinator inputs the created item key into PFW system.

8.2 Received Material's Lot Number

- 8.2.1 For every received material, Receiving Personnel will take the item number, which was shown on the shipment and/or shipping document provided by the supplier/vendor, as the material's lot number.
- 8.2.2 If no item number was provided by the supplier/vendor, Receiving Personnel will create a new lot number for the received objective by PFW system.
- 8.2.3 Receiving Personnel inputs received material's lot number into PFW system.

8.3 Issuance of Batch Ticket

- 8.3.1 Production Manager issues "Batch Ticket" by the PFW system according to the "Work Order" instructions.
- 8.3.2 Every new production/manufacturing of a product will have its own unique Batch shows:
 - Unique batch number, which is created automatically by the PFW system.
 - Product name
 - Product code
 - Lot number of product (see 8.3.3)

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- Theoretical yield
- Weighing instructions together with Weigh Sheet (see 8.3.4)
- Blending instructions
- Encapsulation or tableting instructions
- Inspection instructions
- Finished goods information

8.3.3 A unique Lot number will be given to every new production/manufacturing of product for tracing by means of using the last three numbers of Batch Number followed by the last two numbers of the year and the number of the month.

****** Example 1.**

New Batch Number: **HP0012345**

The date of issuance: **12/15/25**

The lot number of the product: **Lot # 3452512**

****** Example 2.**

New Batch Number: **HP0012350**

The date of issuance: **09/15/25**

The lot number of the product: **Lot # 3502709**

8.3.4 The content of the Weigh Sheet, which is mentioned in section 8.3.2, includes information as follows:

- Ingredient code/item key
- Ingredient name
- (Work) Type
- Amount per Batch (kg)
- RM (Raw Material) Lot #s used (Refer to section 8.2).
- Weighed by / Date
- Checked by / Date

8.4 QC Laboratory Report

The product's lot number and the material's item number used in the Lab's QC Laboratory Report shall follow this procedure for quality traceability.

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8.5 Tractability to Customer

- 8.5.1 Finished product associated with a unique lot number is traceable to the customer according to the procedures described above.
- 8.5.2 Every outgoing shipment and shipping documents, including packing list and outside packaging, will show clearly the product's lot number for tracing.
- 8.5.3 Shipping Personnel is responsible for ensuring this procedure is followed.

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