



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Inward and Outward Movement of Materials

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
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1.0 OBJECTIVE:

To lay down a procedure for Inward and Outward Movement of Materials.

2.0 SCOPE:

This SOP is applicable for Inward and Outward Movement of Materials at

3.0 RESPONSIBILITY:

Officer / Executive P&A / HR – Monitor the Inward and Outward movement of Material

Officer / Executive Warehouse – Receiving and Verification of Inward Material

Officer Security – Management of Inward and Outward movement of Material

4.0 ACCOUNTABILITY:

Head Personnel & Administration (P&A) / HR – Effective implementation of the SOP

Head Warehouse - Timely Loading & Unloading

5.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
HR	Human Resource
QA	Quality Assurance
VMS	Visitor Management System
P&A	Personnel & Administration
Ltd.	Limited
No.	Number
Qty.	Quantity
S.O.	Security Officer
SAP	System Application and Product for Data Processing
DL	Driving License
RC	Registration Certificate
P.O.	Purchase Order

6.0 PROCEDURE:

6.1 MATERIAL INWARD:

6.1.1 No material shall be allowed to enter inside the premises without checking or verifying its supporting documents.

6.1.2 Security Officer shall collect the Invoice or related documents from the supplier / transporter or courier person at main gate.

6.1.3 Warehouse Officer / Executive shall check the documents & inform to security officer.



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- 6.1.4** Warehouse personnel enter the details of Vendor/ Transporter Name, Vehicle Gate Entry Time, Unloading Start & Completion Time etc. in **Annexure-I**, Titled “**Material Inward Log**”.
- 6.1.5** Security officer enter the details in **Annexure-II**, Titled “**Material Inward Record**”.
- 6.1.6** In case of Personal Letter or Courier of Employee, no entry shall be done in Material Inward Register and security shall contact the individual for receiving.
- 6.1.7** After the entry, Security Officer shall stamped as “**MATERIAL INWARD**” in Green ink on the documents and shall be filled the details & signed by **Black Ink Ball Point Pen** and forward to **Officer / Executive Warehouse** deputed in the Security Office.
- 6.1.8** The specimen of “**MATERIAL INWARD**” stamp is shown below.

MATERIAL INWARD (BY SECURITY)		
LORRY NO.	GATE ENTRY	
DATED	QTY IN NOS.	
TIME (IN)		
GOODS SUBJECT TO VERIFICATION BY WAREHOUSE		
.....
NAME OF S.O.	CODE NO.	SIGNATURE OF S.O.

- 6.1.9** Deputed **Officer / Executive Warehouse** shall make the entry in SAP system and after that again send to Security Officer to complete the entry in Material Inward Register.
- 6.1.10** In case of Letter and couriers with no supporting documents, they shall be registered into VMS software and then forwarded to administration department by Security Officer.
- 6.1.11** Administration department shall check the receiving and forward to concerned person or department.
- 6.1.12** Now Vehicle / personnel shall be allowed to enter inside the premises and shall be unloaded in Warehouse Receiving Bay in presence of security personnel.
- 6.1.13** Security personnel fill the **Unloading Slip** as per **Annexure-III**, Titled “**Loading / Unloading Slip**”.
- 6.1.14** In case of In-voice Material, **Officer / Executive Warehouse** shall check and receive all the materials at Warehouse receiving bay and stamp the documents with “**Goods Received by Warehouse**” in black ink as shown below.



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6.1.15 The specimen of “Goods Received by Warehouse” stamp is shown below.

MATERIAL INWARD (BY WAREHOUSE)		
ENTRY NO.	GATE ENTRY NO.	
DATED	QTY IN NOS.	
GOODS RECEIVED BY WAREHOUSE		
..... NAME OF RECEIVER CODE NO. SIGNATURE RECEIVER

6.1.16 If any damage dent/ spillage / broken found in material it should be noted on LR/ Bilty / Invoice copy.

6.1.17 Officer / Executive Warehouse shall receive the Invoice copy from the supplier or transporter and send the vehicle to security for departure.

6.1.18 Security Officer shall verify the stamp “Received by Warehouse” and handover the documents to the supplier or transporter. Finally Vehicle shall be allowed to depart.

6.2 MATERIAL OUTWARD:

6.2.1 Security Officer shall receive information from Warehouse prior to the outward of material.

6.2.2 Security Officer shall inspect the Empty vehicle and driver for carrying materials from the premises and allow the vehicle entry inside the premises.

6.2.3 Security Personnel shall check all vehicle related documents and enter details in **Annexure-IV**, Titled “Transport Vehicle Documents Checking Log”.

6.2.4 Security Officer shall allow the vehicle to enter in plant at loading point.

6.2.5 Load the vehicle in presence of Security Officer and Officer / Executive Warehouse and handover the Bill / Invoice / Challan of the related materials to the vehicle driver or transporter and send him to security office.

6.2.6 Security personnel fill the **Loading Slip** as per **Annexure-III**.

6.2.7 Security Officer shall collect the Bill / Invoice / Challan from the vehicle driver and complete the entries in **Annexure-V**, Titled “Material Outward Record” and security personnel shall verify the storage compartment of vehicle.



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6.2.8 Security Officer shall Stamped as “**MATERIAL OUTWARD**” in Green ink on the documents and shall be filled the details & signed by **Black Ink Ball Point Pen** and allow the vehicle to go out from the plant.

6.2.9 The specimen of “**MATERIAL OUTWARD**” stamp is shown below.

MATERIAL OUTWARD (BY SECURITY)		
LORRY NO.	GATE ENTRY	
DATED	QTY IN NOS.	
TIME (OUT)		
GOODS SUBJECT TO VERIFICATION BY WAREHOUSE		
.....
NAME OF S.O.	CODE NO.	SIGNATURE OF S.O.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Material Inward Log	
Annexure-II	Material Inward Record	
Annexure-III	Loading / Unloading Slip	
Annexure-IV	Transport Vehicle Documents Checking Log	
Annexure-V	Material Outward Record	

8.0 DISTRIBUTION:

- Controlled Copy No. 1 Head Personnel & Administration / HR
- Controlled Copy No. 2 Head Warehouse
- Master Copy Quality Assurance Department

9.0 REFERENCES:

In-House

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By
00		New SOP	New SOP		



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ANNEXURE-III

PHARMA DEVILS			
HR DEPARTMENT			
LOADING / UNLOADING SLIP			
Date:		Out Time:	
Vehicle No.:			
Gate Entry No.:		Driver Name:	
Quantity:			
Party Name:			
Remarks:			
Security Personnel Name:		Sign & Date:	
		Security Personnel	

