



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Dispensing of Packaging Materials

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0 OBJECTIVE:

To lay down a procedure for dispensing of packing materials.

2.0 SCOPE:

This procedure is applicable for dispensing of packing materials.

3.0 RESPONSIBILITY:

Stores Officer, Production Officer
Head Stores

4.0 PROCEDURE:

- 4.1 Receive Authorized Batch packing record (BPR) from production department.
- 4.2 Before start of the dispensing operation, ensure that there is sufficient approved stock of the packing materials, to be used for dispensing.
- 4.3 Before start of dispensing intimate QA department for area clearance certification.
- 4.4 Take out the materials from the Approved stock item wise in FIFO system on the basis of A.R. No.
- 4.5 Dispense the materials separately in case of more than one A.R. No. of the same material.
- 4.6 Excess material returned given by production should be dispensed in next immediate batch.
- 4.7 Dispense the materials in the presence of production officer.
- 4.8 After issuance of a particular item store officer shall sign in "Issued by" & Production officer will sign in "Checked by" column of the BPR requisitions Sheet & Dispensing label (PM) "as per Annexure-II".
- 4.9 Affix "Dispensed Material" label on the trolley.
- 4.10 Enter the details of dispensing activity in "Packing Material Dispensing Log", as per Annexure-III.
- 4.11 Debit the dispensed quantity from ERP and also from the material stock register as per SOP.
- 4.12 Transfer the printed material into SS trolley with lock & key and labeled with dispensed label.
- 4.13 Transfer the dispensed materials to production area.
- 4.14 **Dispensing of PVC, PVC-PVDC, Plain & Printed Aluminium Foils:**



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- 4.14.1 Dispense the materials roll wise on weight basis just above the required quantity.
- 4.14.2 One roll of PVC, PVDC, Printed & Plain foil can be issued for the campaign batches and standard quantity to be mentioned on BPR for starting batches and remaining quantity to be issued in next batches.
- 4.14.3 Take out the roll from the rack and weigh on the balance
- 4.14.4 Enter the weight details in packing material issuance sheet.
- 4.14.5 After filling the details, put the “Dispensing label (PM) “as per Annexure-II” on the poly bags.
- 4.14.6 Make debit entries in ERP and also in material stock register as per SOP.

4.15 Dispensing of Catch Cover, Cartons, Labels, Inserts, BOPP tape, Cello Tapes,

- 4.15.1 Issue the materials on number basis following FIFO system.
- 4.15.2 Loose quantity shall be dispensed in double poly bag affixing “Dispensed material” & remaining quantity shall be dispensed in original pack.
- 4.15.3 Enter the details of quantity in packing material issuance sheet.
- 4.15.4 After dispensing make debit entry in ERP and also in material stock register as per SOP.
- 4.15.5 Put all printed packaging materials in SS trolley under lock & key and put dispensing label.

4.16 Dispensing of Shipper, Corrugated boxes 3 ply inners :

- 4.16.1 Issue the materials on number basis.
- 4.16.2 Prepare Dispensing label (PM) and affix on the item as per Annexure –II.
Note : If ERP is not working then prepare the Manual Dispensing Label As per the Annexure -I
- 4.16.3 Make debit entries in ERP and also in material stock register as per SOP.

4.17 Precaution:

Material returned from production (Packaging Materials) should be stored along with respective consignment and to be issued first.

5.0 ANNEXURE (S):

ANNEXURE – I : Manual Dispensing label.

ANNEXURE –II : Specimen for ERP Dispensing Label

ANNEXURE –III : Packing Material Dispensing Log.



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6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S) :

A.R. No. : Analytical Report Number.

BOPP : Bi-axial oriented Poly Propylene.

BPR : Batch packing record.

FIFO : First in First Out.

PVC : Poly Vinyl Chloride.

PVDC : Poly Vinyl Di-Chloride.

S.S : Stainless Steel

ERP : Enterprise Resource Planning.

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	NEW SOP	--



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ANNEXURE 1

DISPENSING LABEL (PM)

Stage / Lot No :

Item code : **No of Art :**

A.R. NO. : **B.No. :**

Product :

Gross Wt. :

Tare Wt. :

Net Wt. / Nos. :

Dispensed By : **Checked By :** **Verified By :**

Date : **Date :** **Date :**



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ANNEXURE 2

DISPENSING LABEL (PM)

Stage / Lot No :

Item code : _____ **No of Art :** _____

A.R. NO. : _____ **B.No. :** _____

Product : _____

Gross Wt. : _____

Tare Wt. : _____

Net Wt. / Nos. : _____

Dispensed By : _____ **Checked By :** _____ **Verified By :** _____

Date : _____ **Date :** _____ **Date :** _____



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ANNEXURE 3

PACKING MATERIAL DISPENSING LOG

S.No.	Date	Product Name	Batch No.	Done by	Checked by	Remarks

Note: Put "NA" remark, if not applicable.