



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Dispensing of Solvent

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

To lay down a procedure for dispensing of solvent.

2.0 SCOPE:

This procedure is applicable for dispensing of solvent for manufacturing purpose.

3.0 RESPONSIBILITY:

Stores Officer, Stores Executive, Production Officer
Stores Head

4.0 PROCEDURE:

- 4.1 Receive authorized "Batch Manufacturing Record (BMR)" from production department for dispensing.
- 4.2 Check the item stock & approved status label of Q.C and confirm the availability of the required quantities of the solvents to be dispensed.
- 4.3 Ensure the presence of production officer in dispensing area.
- 4.4 Wear safety goggles/ face shield, nose mask & hand gloves to dispense solvents.
- 4.5 Ensure the balance for cleanliness, calibration and proper 'zero' setting.
- 4.6 Ensure earthing and bonding connection before starting the activity.
- 4.7 Turn the valve of transfer pipeline & allow the solvent to get transferred to the dispensing area through S.S. pipeline dedicated for each solvent.
- 4.8 Place the empty cleaned SS/HDPE container in which the materials has to be dispensed, on the balance and tare the weight of container.
- 4.9 Open the sanitary valve and let the solvent flow out of it.
- 4.10 Dispense the required quantity into the container through hose & cover the container with lid. Note down the net weight.
- 4.11 Prepare "Dispensed material" label & affix it on the dispensed material container.



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- 4.12 After completion of the weighing activity, put sign on the requisition Sheet against each entry under “Issued by” column and take sign on the requisition sheet against each entry under “checked by” column by production person.
- 4.13 Enter the details in “Dispensing log”.
- 4.14 Send the dispensed materials to production department along with requisition sheet.
- 4.15 Make debit entries in material stock register as per SOP.

5.0 ANNEXURE (S):

Nil

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.
- BMR : Batch Manufacturing Record.
- HDPE : High Density Poly Ethylene
- Q.C : Quality Control.
- QA : Quality Assurance.
- S.S : Stainless Steel.

REVISION CARD

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