

PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse **TITLE:** Entry in Material Stock Register

TITLE. Entry in Watchar Stock Register									
SOP No.	Revision No.								
Effective Date	Supersedes No.								
Review Date	Page No.	1 of 4							

1.0 OBJECTIVE:

To lay down a procedure for the entry in Stock Register against receipt, issue, rejection and any other transfer of materials.

2.0 SCOPE:

This procedure is applicable for entries in the Stock Register against receipt, issue, rejection and any other transfer of raw & packing materials.

3.0 RESPONSIBILITY:

Stores Officer, Stores Executive Head Stores

4.0 **PROCEDURE:**

- 4.1 After receipt of raw materials & packing materials enter the details in stock register as per Annexure-I & Annexure II respectively.
- 4.2 Entry shall be made for each material.
- 4.3 Record the received details & add the received quantity to the closing balance column of the stock register.
- 4.4 Immediately after dispensing or issue or inter unit transfer of the raw material & Packing material enter the issue details & deduct the quantity from closing balance of the Stock Register.
- 4.5 In case of material returns from production, entry shall be made in stock register and closing balance column of the stock register shall be updated.
- 4.6 After rejection of material ,when it will be returned back to vendor or destroyed as per decision, then same quantity shall be deduct from the closing balance of the stock register.

5.0 ANNEXURE (S):

Annexure – I : Raw Material Ledger

Annexure – II : Packing Material Ledger



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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) :

STR : Store

EMRN : Excess Material Return Note

U/M : Unit of Measurement.

REVISION CARD

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





WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE																						
	Department: Warehouse																					
TIT	LE: Entr	ry in Mat	erial Sto	ock Regist	er																	
SOP	No.				Revision No.																	
Effective Date					Supersedes No.																	
Review Date													Pa	ge No.	,			3	3 of 4			
	ANNEXURE 1																					
	RAW MATERIAL LEDGER																					
	Item Code :																					
	Item Name :																					
U/M	U/M :																					
Date	Challan No.	Inward No./ GRN No.	Suppliers Name	Manufactur er Name	Batch No	Mfg. Date	Exp. Date	No of Pkt / Drums	Rec Qty	AR No.	Rel Date	Retest Date	Issued Date	Pro duct	Batch No	Batch Size	A.R. No.	Issued Qty.	Run ning AR No.	Cl. Bal. of Runn. AR No.	Total Closing Balance	





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STANDARD OPERATING PROCEDURE																			
Dep	artment: W	arehouse	e																
TIT	LE: Entry in	n Materia	al Stock Registe	r															
	° No.			Revision No.															
	ctive Date												Supersedes No.						
Rev	iew Date										P	age N	0.			4 of	4 of 4		
								ANN	EXUR	E 2									
	PACKING MATERIAL LEDGER																		
Item Code :																			
	Item Name :																		
U/M	:																1		
Date	Challan / Inv.No.& Date	Inward No./ GRN No.	Suppliers / Manufacturers Name	EMRN No. /Batch no.	No of Pkts/ Rolls	Recd Qty	Rel on	Retest Date	AR No.	Issued Date	Product	Batch No.	Batch Size	AR No.	Issued Qty.	Running AR No.	Cl. Balance of Runn. AR No.	Total Closing Balance	
		1	1						1	1		•	•	•				1	