



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Warehouse

**TITLE:** Entry in Material Stock Register

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	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	--



