



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Flow of Materials

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

To lay down a procedure for provide a guideline about the flow of materials.

2.0 SCOPE:

This SOP is applicable for Flow of raw material and Packing material in stores.

3.0 RESPONSIBILITY:

Store Officer, Stores – Executive, Purchase Officer/ Executive.

Head Stores

4.0 PROCEDURE:

4.1 Receive the plan from supply chain management on Monthly basis.

4.2 Indent raw materials & packing materials required for production after review of plan. Send the Indent to Purchase Department.

4.3 Ensure that purchase order has been raised by Purchase department & issued to approved vendors or otherwise materials arranged through inter unit transfer.

4.4 Receive raw and packing materials from approved vendors or from inter units against the delivery challan /Invoice.

4.5 Enter receipt details in Goods Inward Register and prepare GRN.

4.6 Raw materials & packaging materials will have quarantine status till Quality control releases or rejects the materials.

4.7 Destroy the rejected printed packaging materials with intimation to supplier & other plain packing materials to be returned back to supplier.

4.8 In case of rejected raw material intimate to supplier through purchase department and send it back to supplier within six months in coordination with purchase.

Note: Destroy the material with intimation for destruction after six months.

4.9 Released materials will be issued to production against the authorized indent as per requirements.

4.10 On conversion of materials through complete manufacturing and packing process, the finished products transferred to Finished Product Stores.



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4.11 Dispatch the Finished Products to central warehouse / depot as per the instruction of distribution department.

5.0 ANNEXURE (S):
ANNEXURE – I - Material Flow Diagram.

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

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 MATERIAL FLOW DIAGRAM

