



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Handling of Re-test Materials

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

To lay down a procedure for handling of Re-test Raw and Packing materials.

2.0 SCOPE:

This SOP is applicable for handling of Re-test Raw and Packing materials in the stores.

3.0 RESPONSIBILITY:

Stores -Officer, Executive, Quality Control – Officer, Executive,
Head Stores

4.0 PROCEDURE :

4.1 Re-testing in case where material is due for re-test/cross the retest date:

- 4.1.1 Store officer shall check re-test report in ERP by selecting raw material or Packing material in the beginning of each month and record on monthly basis (As per Annexure – III)
- 4.1.2 The Re-Test date shall be cross-verified from the approved label of container
- 4.1.3 Take the print out of Goods Retest Note from ERP System for the material, which is due for retest or cross the retest date. (For Raw Material As per the Annexure- I & For Packing Material As per the Annexure- II)
- 4.1.4 Send the Goods Retest Note to QC in duplicate.
- 4.1.5 Shift the material from “Approved area” to “Quarantine area” immediately and check the physical gross wt of container.
- 4.1.6 Deface the “Approved” status label (Crossing X by marker). Affix the ERP Generated ‘QUARANTINE’ Label on consignment.
- 4.1.7 In case of QC approval - transfer the material to approved area, in case of rejection - transfer the material to rejection area. Head Stores has to inform Purchase and QA for rejection and initiate for the disposal of the same.
- 4.1.8 After approval or rejection of retest material, QC should return One copy of Goods retest Note to Stores dept.



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4.2 Handling & retesting of Slow moving material:

4.2.1 Slow moving material shall be described as:

- Raw material used for manufacturing of batches for registration purpose.
- Raw material used exclusively for export products.
- Raw material used in product withdrawn from product list / stopped manufacturing.
- Raw material not in used due to change in formulation.

4.2.2 Any material from above mentioned cases shall be transferred to 'SM & ORP Location' through ERP. by taking the transfer Approval from Plant Head (Refer Annexure – IV)

4.2.3 Material shall be remain in the approved area and shall be labelled as "Slow moving and Over retest period material" (Refer Annexure – V)

4.2.4 When same material required for production or needs to be transferred to any other location then transfer from 'SM & ORP Location' to 'Approved location'.

4.2.5 Before using for production, retest intimation shall be send to QC for retesting the material If it is due for retest (Follow steps from 4.1.2 to 4.1.8)

5.0 ANNEXURE (S):

Annexure -I : Goods Retest Note for Raw Material

Annexure -II: Goods Retest Note for Packing Material

Annexure - III: Retest Report

Annexure - IV: Transfer note to 'SM & ORP Location'

Annexure – V: Label for 'slow moving and Over retest period material'

6.0 REFERENCE (S) :

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

7.0 ABBREVIATION (S) /DEFINITION (S):

QC: Quality Control.



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ERP : Enterprise Resource Planning

SM & ORP: Slow Moving & Over Retest Period

DEPT. : Department

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

GOODS RETEST NOTE (RAW MATERIAL)

From: Stores

To: Quality Control

Please note that below mentioned Raw Material is due for Retesting during this month.

S.No.	Particulars					
1.	Transaction No. & Date					
2.	Item Code					
3.	Item Name					
4.	Batch No.					
5.	Mfg. Date Exp. Date Re-test Date as per Manufacturer					
6.	Manufacturer Name					
7.	Supplier Name					
8.	Qty. U.O.M No of Articles :					
9.	AR No. Old AR No. Manual AR No.					
10.	Re-test Date-Old AR No.					
Prepared By		Checked By				
QC Status:						
Quantity Received	Sample Qty.	Pass Qty.	Rejected Qty.	PASSED	REJECTED	A.R. No. & DATE

REMARKS FROM QC:

Print Date:

Note: Raw material without pharmacopeia status shall be considered as I.H.S.

CC: - QC / STORES.



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ANNEXURE 2

GOODS RETEST NOTE (PACKING MATERIAL)

From: Stores

To: Quality Control

Please note that below mentioned Packing Material is due for Retesting during this month.

S.No.	Particulars	
1.	Transaction No. & Date	
2.	Item Code	
3.	Item Name	
4.	Batch No.	
5.	Mfg. Date Exp. Date Re-test Date as per manufacturer	
6.	Manufacturer Name	
7.	Supplier Name	
8.	Qty. U.O.M No of Articles :	
9.	AR No. Old AR No. Manual AR No.	
10.	Re-test Date-Old AR No.	

Prepared By
QC Status:

Checked By

Quantity Received	Sample Qty.	Pass Qty.	Rejected Qty.	Passed	Rejected	A.R. No. & Date

REMARKS FROM QC:

Print Date:

Note: Raw material without pharmacopeia status shall be considered as I.H.S.

CC : - QC / STORES.



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ANNEXURE 4

TRANSFER NOTE TO SLOW MOVING LOCATION

FROM : STORE

To : PLANT HEAD

Please note that below mentioned Material is here by purpose to Transfer in slow moving location

S.No.	Particulars
1.	Transaction No.: Date:
2.	Item Code No.:
3.	Item Name:
4.	Batch No.:
5.	Mfg. Date: Exp. Date: Retest Date as per manufacturer:
6.	Manufacture Name:
7.	Quantity: Unit: No of Articles:
8.	AR No.: Manual AR No.:
9.	QC Retest Date:

REMARK:

Prepared By
(STORES)

Checked By
(STORE HEAD)

Authorized By
(PLANT HEAD)

Note: Raw material without pharmacopoeia status shall be considered as I.H.S.



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ANNEXURE 5

Label for 'Slow moving and Over retest period material'

SLOW MOVING AND OVER RETEST PERIOD MATERIAL

Name of the Material :

AR.No. :

Container No. :

Stores Sign :