



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Handling of Starch (Dried)

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 3

1.0 OBJECTIVE:

To lay down a procedure for handling of Starch (Dried).

2.0 SCOPE:

The SOP is applicable for handling of Starch (Dried) in Stores.

3.0 RESPONSIBILITY:

Stores Officer, Store Executive

Head Stores

Head QC

4.0 PROCEDURE:

- 4.1. On the receipt of the Batch Manufacturing Record for Dried starch, Stores personnel shall dispense the required quantity of starch for drying and issue to production.
- 4.2. After drying, production personnel shall sent back the Dried starch to stores with proper label having details as per (Annexure-I).
- 4.3. After receipt, stores shall verify for the quantity, batch No. And No of Containers, etc and do transaction in ERP.
- 4.4. Stores shall dispense the Dried Starch to the respective batch as per requirement.
- 4.5. After dispensing production officer / Executive shall check the LOD of the material before usage. If LOD of the dried maize starch is more than 3% then re-dry the material till LOD is Less than 3%. Use maize starch drying BMR for record. Put batch no. with suffix 'R'.
- 4.6. The re-test period will be 6 months from date of release of material after drying.

5.0 ANNEXURE (S):

Annexure-I: Specimen label for Dried Starch



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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) :

SOP : Standard Operating Procedure.

Q.C : Quality Assurance.

ERP : Enterprise Resource Planning.

LOD : Loss on Drying.

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 SPECIMEN LABEL FOR DRIED STARCH

DRIED STARCH	
Product :	
Status :	
Batch No. :	Batch Size :
Gross Wt. :	
Tare Wt. :	
Net Wt. :	
Cont. No. ____ of ____	
Production :	
(Sign/Date)	