STANDARD OPERATING PROCEDURE

Department: Warehouse

Title: Handling of Receipt for excess & batch returned materials from Production

SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	1 of 6

1.0 OBJECTIVE:

To lay down a procedure for receipt of excess/batch returned materials from Production department.

2.0 SCOPE:

This procedure is applicable for receipt of excess/batch returned materials from Production department.

3.0 RESPONSIBILITY:

Stores - Officer, Stores Executive

Head Stores, Head Production, Head QA.

4.0 PROCEDURE:

4.1 Handling of Excess packing materials return from production.

4.1.1 Receive duly signed by production and checked by Q.A "Material return slip" (Refer Annexure-I) from production department.

4.1.2 Ensure that "Excess material return slip" & "Material return label" is checked by QA.

4.1.3 Check the quantity, description, B. No. & A. R. No. of the material against the "Excess material return slip" and receive the materials by signing on the slip.

4.1.4 Keep the material at it's storage place & update the location chart.

4.1.5 Make entry into the ERP and also in material stock Register.

Note:

- At the time of dispensing of the same item, dispense the returned material first.
- Ensure that no printed packaging components except in roll form (Aluminum foil and label roll) are received along with material return slip.

4.2 Handling of batch returned materials from production Department (Raw Materials).

4.2.1 If any batch cancelled for any reason and to be returned to store by production, it should be with proper justification and authorized by Head QA and Plant Head as per annexure No III.

4.2.2 All the material should be return with proper label and in intact condition as per annexure II.

Note: If any material found in open condition store personnel should not accept.

4.2.4 Receive the duly authorized batch return slip and Check the each material's label for quantity, description of material, Batch No. & A. R. No. of the material and cross verify the same against "Batch return slip". Return one copy of batch return slip by signing on the slip.

4.2.5 After received it should be kept in respective material location.

Note: Do not mix the received material with existing stored material.

4.2.6 Make entry into the ERP and also in material stock Register.

4.2.7 Issue the received material first in next batch. If required raise a deviation for the same.

5.0 ANNEXURE (S):

Annexure-I : Excess material return slip

Annexure-II : Material return label

Annexure III : Batch return Slip

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) /DEFINITION (S) :

A. R. No.: Analytical Reference Number.

B. No. : Batch Number

QA : Quality Assurance

STR : Store

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Title: Handling of Receipt for excess & batch returned materials from Production

SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	3 of 6

REVISION CARD

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

STANDARD OPERATING PROCEDURE

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SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	4 of 6

ANNEXURE 1
EXCESS MATERIAL RETURN SLIP

Material Issued for Product: **B. No. :** **Date :**

Sr. No.	Description of Material	Item code No.	A.R. No.	Quantity	Remarks

Prepared by (Production)	Checked (QA)	Received by (Stores)

STANDARD OPERATING PROCEDURE

Department: Warehouse

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SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	5 of 6

ANNEXURE 2

MATERIAL RETURN SLIP

MATERIAL RETURN LABEL

Item Code:

Item Name:

Issued for product: **Batch No.:**

A. R. No.: **Retest Date:**

Gross wt.: **Tare Wt.:** **Net Wt. / Qty.:**

Returned by/ **Date:** **(Production)**	**Checked by/** **Date:** **(QA)**	**Received by/** **Date:** **(Stores)**

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SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	6 of 6

ANNEXURE 3

BATCH RETURN SLIP

Product Name: **B. No.:**

Date:

S.No.	Description of Material	Item code No.	A.R. No.	Quantity Issued to production	Quantity Returned to store	Remarks

Reason for batch cancellation :
Remarks from Production :
Remarks from QA:

Prepared by (Production)	Production Head	Checked by (QA)	QA Head	Authorized by (Plant Head)	Received by (Store)