



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

Title: Handling of Rejected Materials (Raw Material & Packing Materials)

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

To lay down the procedure for handling of the Rejected Raw Materials and Packing Materials.

2.0 SCOPE :

This procedure is applicable for handling of Rejected Raw Materials and Packing Materials.

3.0 RESPONSIBILITY :

Stores Officer, Stores Executive,
Head Stores

4.0 PROCEDURE :

4.1 Incase of "GRN Rejection":

- 4.1.1 After Getting "Rejected GRN" of rejected materials from QC Dept., Send one copy of GRN to Accounts Dept. & one copy to be retained at stores.
- 4.1.2 Rejected materials are being labeled as "QC Rejected" by QC officer.
- 4.1.3 After being labeled, the materials shall transferred to rejected area under lock & key. Key should be kept under the custody of the Head stores or at his authorized nominee.
- 4.1.4 Remove the rejected materials from the material stock register as per the "Record of rejected material" as per Annexure-I
- 4.1.5 Inform Purchase Dept. regarding the rejected materials.
- 4.1.6 After getting instruction from purchase dept. return the material to the supplier by preparing delivery Challan & inform to the accounts dept.
- 4.1.7 Incase of printed Packing materials destroy the same at factory premises as per SOP.

4.2 Incase of "On Line Rejection" :

- 4.2.1 Incase of Online Rejection, Online rejection note shall be raised by Production Officer/ Executive and authorized by QA Head. It shall be recorded as per SOP.
- 4.2.2 In online Rejections note, Rejection Details, reason for rejection, batch no. & Quantity shall be filled



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by production Officer/ Executive as per format.

4.2.3 Receive the rejected materials affixed with “QC Rejected” Label.

4.2.4 Transfer the materials to the “Rejected Area” under lock & key.

4.2.5 Inform to purchase Dept. regarding the online rejected materials as per SOP.

4.2.6 After getting information from Purchase Dept. return the materials to the party or destroy the same at the factory premises.

4.2.7 Destroy the materials as per SOP.

4.3 Return the materials to Supplier:

4.3.1 Make the Delivery Challan of the materials to be return to party.

4.3.2 Send the Challan to Excise Dept. for preparation of Excise Invoice.

4.3.3 Dispatch the materials through Transporter.

4.3.4 Inform to Accounts Dept. regarding the dispatch of the rejected material.

4.4 **Note:** Incase of first rejection CAPA shall be asked from the party.

5.0 ANNEXURE (S):

Annexure-I : Record of Rejected material

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) / DEFINITION (S) :

GRN : Goods Receipt Note

QA : Quality Assurance

QC : Quality Control

SOP : Standard Operating Procedure

CAPA : Corrective and Preventive Action.



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REVISION CARD

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

