STANDARD OPERATING PROCEDURE

Department: Warehouse			
TITLE: Inter Location transfer of Materials			
SOP No.		**Revision No.**	
Effective Date		**Supersedes No.**	
Review Date		**Page No.**	1 of 8

1.0 OBJECTIVE:

To lay down a procedure for Inter location transfer of the materials.

2.0 SCOPE:

This SOP is applicable for Inter location transfer and receipt of the materials within …….

3.0 RESPONSIBILITY:

Officer, Executive - Stores

Head Stores

4.0 PROCEDURE:

4.1 Transfer To Other Unit:

4.1.1 Receive the intimation for the transfer of material.

4.1.2 Inter location transfer should be done in original container or same pack style.

4.1.3 In case if loose quantity is to be transferred, take approval from Quality Assurance Head and Unit Head (Annexure No. I), then dispense required quantity as per SOP. Make entry in dispensing log book.

4.1.4 Affix Label as per Annexure No. II on the container/Pack is to be transfer (for loose pack only).

4.1.5 Incase of printed packing material, it shall be ensured that the manufacturing site address, manufacturing license number & other text is relevant to the location where it is to be transferred.

4.1.6 Make Delivery Challan for the materials and send one copy to Excise department to complete commercial formalities.

4.1.7 Load the materials on the vehicle in the presence of security.

4.1.8 Send two copies of the delivery challan & a copy of vendor & company certificate of analysis.

4.1.9 File one copy of the delivery challan.

Note: Only approved materials shall be transferred. For exceptional cases, authorization of QA / Plant Head shall be taken for transfer of Under test & Quarantined materials.

4.1.10 Prepare the STO in Distribution Issue in ERP as per details mentioned on transfer note.

4.2 Receipt from other Unit:

4.2.1 Material received from other locations should be in warded as per SOP.

4.2.2 Ensure that material should be received in Original Container/bag or same pack style with proper labeling.

4.2.3 All inter location transferred material shall be handled in a similar manner as of fresh consignment.

4.2.4 After that in ERP prepare Stock Transfer Memo (STM) in Distribution Receipt as per Annexure - III for Raw Material and Annexure - IV for Packing material, send the STM to QC Dept. and, Print the 'Quarantined ' Label, and affix the same on consignment by defacing the 'APPROVED' label of supplier.

4.3 Material transferred Within Location (code to code transfer):

4.3.1 Prepare the code to code transfer note in ERP for the Same material which is to be transfer from one grade to another grade or from CENVAT to NON-CENVAT or vice-versa. (as per the Annexure-V), send the Note to QC & Affix the 'QUARANTINE' label on consignment by defacing the 'APPROVED' label.

Note:

a. COA should be available in respective grade in which material is to be transferred.

b. Respective QC analysis is required for the items transferred from one grade to another grade within location.

4.3.2 Transfer the Material to Quarantined area for Sampling.

Preferably, materials in their original container shall be transferred.

4.3.3 If the material received from supplier or any other unit which is not in required code, then that material can be release by QC with "zero" sample & it will be transferred to required code by using code to code transfer option in ERP, & send the transfer note to QC department for further analysis.

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5.0 ANNEXURE (S) :

ANNEXURE- I : Approval for transfer of material

ANNEXURE -II : Specimen for Transfer Label

ANNEXURE- III : Specimen for Stock transfer memo (Raw material)

ANNEXURE -IV : Specimen for Stock transfer memo (Packing material)

ANNEXURE- V : Specimen for Code to code transfer note (General block)

6.0 REFERENCE (S) :

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

7.0 ABBREVIATION (S) / DEFINITION (S) :

Mfg. Dt. : Manufacturing Date.

Exp. Dt. : Expiry Date.

QC : Quality Control.

ERP : Enterprise Resource Planning

QA : Quality Assurance.

COA : Certificate of Analysis.

STM : Stock Transfer Memo

STO : Stock Transfer Order

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
APPROVAL FOR TRANSFER OF MATERIAL

Date:	
Item Code	
Item Name	
Batch No.	
A R No.	
Quantity	
G.R.N No.	
Mfg Date	
Expiry Date	
Supplier Name	
Manufactured By	
COA	
Above mentioned material is to be transferred to	

Prepared By	**Checked By**	**Approved By**	
Stores	**Head Store**	**Head QA**	**Head Operation**

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ANNEXURE 2

SPECIMEN FOR TRANSFER LABEL

TRANSFER LABEL		
Item Code :		
Name of the Material :		
Batch No. :	**Qty :**	
Mfg. Date :	**Exp. Date :**	
A R Number :		
Gross Wt.:-	**Tare Wt. : -**	**Net Wt.:**
Storage condition:		
Name & address of Manufacturer :		
Name & address of Supplier :		
Done By: **Date :**	**Checked By:** **Date :**	

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ANNEXURE 3

SPECIMEN FOR STOCK TRANSFER MEMO (RAW MATERIAL)

.....			
GENERAL BLOCK			
Stock Transfer Memo (RAW MATERIAL)			
STM No. : **Date:**		**Challan # :** **Date:**	
Ship Site : **Tel :**		**Transporter :** **Tel :**	
LR No.	**LR Date**	**Invoice No.**	**Inv Date**

Description of Goods & Pharmacopoeia Status			**Manufacturer's Details**
Item code No. **Packing :**			
Material Details			**Tel:**
No of Articles :	**Mfg Dt. :**		**Batch No. :**
Unit :	**Exp Dt.:**	**Retest Dt. :**	**AR No. :**
Receipt Qty.:	**Short Qty. :**	**Challan Qty.:**	

REMARKS FROM STORES:

QC Status

Quantity Received	Sample Qty.	Pass Qty	Rejected Qty	PASSED	REJECTED	A.R. No. & DATE
				☐	☐	

Taxes	Amount

REMARKS FROM QC :

_____ **Prepared By**	_____ **Stores Dept.**	_____ **Checked By**	_____ **Authorized By**

Print Date:
Note: Raw material without pharmacopoeia status shall be considered as IHS
Format No. :

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ANNEXURE 4

SPECIMEN FOR STOCK TRANSFER MEMO (PACKING MATERIAL)

.....			
GENERAL BLOCK			
Stock Transfer Memo (PACKING MATERIAL)			
STM No. : **Date:**		**Challan # :** **Date:**	
Ship Site : **Tel :**		**Transporter :** **Tel :**	
LR No.	**LR Date**	**Invoice No.**	**Inv Date**

Description of Goods & Pharmacopoeia Status			**Manufacturer's Details**
Item code No. **Packing :**			
Material Details			**Tel:**
No of Articles :	**Mfg Dt. :**		**Batch No. :**
Unit :	**Exp Dt.:**	**Retest Dt. :**	**AR No. :**
Receipt Qty.:	**Short Qty. :**	**Challan Qty.:**	

REMARKS FROM STORES:

QC Status

Quantity Received	Sample Qty.	Pass Qty	Rejected Qty	PASSED	REJECTED	A.R. No. & DATE
				☐	☐	

Taxes	Amount

REMARKS FROM QC:

_____ **Prepared By**	_____ **Stores Dept.**	_____ **Checked By**	_____ **Authorized By**

Print Date:
Note: Raw material without pharmacopoeia status shall be considered as IHS
Format No. :

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ANNEXURE 5

SPECIMEN FOR CODE TO CODE TRANSFER NOTE (GENERAL BLOCK)

.....		
GENERAL BLOCK		
CODE TO CODE TRASNFER NOTE (GENERAL BLOCK)		
TRAN ID. :	**Date :**	
FROM:		
Description of Goods & Pharmacopoeia Status		**Manufacturer's Detail**
Item Code No. **Packing :**		
GRN Details		**Tel :**
No. of Articles :	**Mfg Dt.**	**Batch No. :**
Unit :	**Exp Dt.**	**AR No. :**
Qty. to Trf. :	**Retest Dt.**	**Manual AR No. :**
To:		
Description of Goods & Pharmacopeia status		
Item Code No.		**Qty Received :**
No of Articles :	**Unit :**	**AR No. :**
REMARKS:		

QC Status

Quantity Received	Sample Qty.	Pass Qty.	Rejected Qty.	PASSED	REJECTED	A.R No. & DATE
				☐	☐	

REMARKS FROM QC :

Prepared By	**Checked By**	**Checked By**	**Authorized By**

Print Date:
Note : Raw material without pharmacopoeia status shall be considered as IHS
Format No. :