



STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Issuance of Consumable item to Production from Store

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down the procedure for issuance of consumable item to production from store.

2.0 SCOPE:

This SOP is applicable for issuance of consumable item to production from store.

3.0 RESPONSIBILITY:

Stores – Officer

Head Stores

Production: Officer /Executive/Assistant Manager

Head Production : To ensure execution & compliance

4.0 PROCEDURE :

4.1 To make the Monthly Requirement for Miscellaneous items/consumable item to production dept. from store as per SOP.

4.2 To make “Requisition of general materials’ from store which is duly authorized by department head as per SOP.

4.3 Ensure that the material is indented by production department is for monthly requirement.

4.4 To take Handover the material and get signature on the received by column.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

SOP: Issuance of Miscellaneous items from store.

7.0 ABBREVIATION (S) /DEFINITION (S):

QA : Quality Assurance



PHARMA DEVILS

PRODUCTION DEPARTMENT

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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	--