



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Issuance of Miscellaneous Items in Stores

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 4

1.0 OBJECTIVE:

To lay down a procedure for issuance of miscellaneous items in stores.

2.0 SCOPE:

This SOP is applicable for issuance of miscellaneous items in stores.

3.0 RESPONSIBILITY:

Stores – Officer,
Head Stores

4.0 PROCEDURE :

- 4.1 Receive the Monthly Requirement for Miscellaneous items from all dept. (as per Annexure-II)
- 4.2 Receive “Requisition of general materials’ from respective department duly authorized by department head. (as per Annexure-I)
- 4.3 Ensure that the material is indented by concern department in monthly requirement.
- 4.4 Handover the material and get signature on the received by column.

5.0 ANNEXURE (S):

Annexure – I : Requisition of general materials
Annexure – II : Monthly Requirement Requisition for Miscellaneous items.

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) /DEFINITION (S):

QA : Quality Assurance
SOP : Standard operating procedure



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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	--

