

PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Issuance of Miscellaneous Items in Stores

SOP No.	Revis	on No.	
Effective Date	Super	sedes 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	



Req. No.....

Department.....

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ANNEXURE 1

REQUISITION OF GENERAL MATERIALS

Date:

S.No.	Item code	Item Name	Required Qty.	Issued Qty.

Required By	Authorized By	Issued By	Received By
(Initiating Department)	(Department Head)	(Stores)	(Initiating Department)



Prepared By

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		WAREHOUSE DEPARTMENT		
		MAYCHOOSE DEL AVI. ICA		
		STANDARD OPERATING PROCEDU	RE	
Department: W	arehouse			
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SOP No.		Revision No.		
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		ANNEXURE 2 DUIREMENT REQUISITION FOR MIS		COUS ITEMS
	ONTHLY REC	UIREMENT REQUISITION FOR MIS	SCELLANE Date:	COUS ITEMS
Require	ement for Mont	UIREMENT REQUISITION FOR MIS		COUS ITEMS
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