



PHARMA DEVILS
WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Location of Materials

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 3

1.0 OBJECTIVE:

To lay down a procedure for storing and locating materials.

2.0 SCOPE:

This SOP is applicable for storing of material in stores.

3.0 RESPONSIBILITY:

Stores – Officer, Store Executive
Head Stores

4.0 PROCEDURE :

4.1 Transfer the whole consignment of Raw & Packing material storage area at coded locations on the racks.

4.2 Enter the location code where the consignment is stored in the Location Chart.

4.3 All racks in stores are should be coded in unique alphanumeric non repetitive number for easy identification.

4.4 **For example, the first pallet in first row of first rack for each floor is coded As below.**

4.4.1 LA 1-1 (Where L- denote lower ground floor, A - denote Rack serial Number, 1 denote for row number & 1 denote for pallet number)

4.4.2 GA 1-1 (Where G- denote ground floor, A - denote Rack serial Number, 1 denote for row number & 1 denote for pallet number)

4.4.3 SA 1-1 (Where S- denote Second floor, A - denote Rack serial Number, 1 denote for row number & 1 denote for pallet number)

4.5 **Another example, the 2nd pallet in 2nd row of first rack for each floor is coded As below.**

4.5.1 LA 2-2 (Where L- denote lower ground floor, A - denote Rack serial Number, 2 denote for row number & 2 denote for pallet number).



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4.5.2 GA 2-2 (Where G- denote ground floor, A - denote Rack serial Number, 2 denote for row number & 2 denote for pallet number).

4.5.3 SA 2-2 (Where S- denote Second floor, A - denote Rack serial Number, 2 denote for row number & 2 denote for pallet number).

4.6 Like above the number will increase so on to cover all the racks.

Note: After Rack serial Number Z, next rack to be coded as AA, AB, AC & so on.

5.0 ANNEXURE (S):

Annexure – I: Visual layout of racks.

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) /DEFINITION (S):

SOP : Standard operating procedure

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 VISUAL LAYOUT OF RACKS

Lower Ground Floor

LA 4-1	LA 4-2	LA 4-3	LA 4-4 LA 4-5 LA 4-6 LA 4-7 LA 4-8 LA 4-9
LA 3-1	LA 3-2	LA 3-3	LA 3-4 LA 3-5 LA 3-6 LA 3-7 LA 3-8 LA 3-9
LA 2-1	LA 2-2	LA 2-3	LA 2-4 LA 2-5 LA 2-6 LA 2-7 LA 2-8 LA 2-9
LA 1-1	LA 1-2	LA 1-3	LA 1-4 LA 1-5 LA 1-6 LA 1-7 LA 1-8 LA 1-9

Ground Floor

GA 4-1	GA 4-2	GA 4-3	GA 4-4 GA 4-5 GA 4-6 GA 4-7 GA 4-8 GA 4-9
GA 3-1	GA 3-2	GA 3-3	GA 3-4 GA 3-5 GA 3-6 GA 3-7 GA 3-8 GA 3-9
GA 2-1	GA 2-2	GA 2-3	GA 2-4 GA 2-5 GA 2-6 GA 2-7 GA 2-8 GA 2-9
GA 1-1	GA 1-2	GA 1-3	GA 1-4 GA 1-5 GA 1-6 GA 1-7 GA 1-8 GA 1-9

Second Floor

SA 4-1	SA 4-2	SA 4-3	SA 4-4 SA 4-5 SA 4-6 SA 4-7 SA 4-8 SA 4-9
SA 3-1	SA 3-2	SA 3-3	SA 3-4 SA 3-5 SA 3-6 SA 3-7 SA 3-8 SA 3-9
SA 2-1	SA 2-2	SA 2-3	SA 2-4 SA 2-5 SA 2-6 SA 2-7 SA 2-8 SA 2-9
SA 1-1	SA 1-2	SA 1-3	SA 1-4 SA 1-5 SA 1-6 SA 1-7 SA 1-8 SA 1-9

FRONT VIEW