



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Making entries in Inward/Outward register in Production	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down the procedure Making entries in inward/Outward register in production.

### 2.0 SCOPE:

This procedure is applicable for Making entries in inward/Outward register in production.

### 3.0 RESPONSIBILITY:

Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

### 4.0 PROCEDURE:

4.1 Inward entry is to be made when the material of a particular batch is transferred from a previous stage to the storage areas.

4.2 Outward entry is to be made when the material is taken for further processing from storage areas.

4.3 The following entries are to be made at the time of inward:

- i. Name of product
- ii. Batch No.
- iii. Container No./Lot No. with date
- iv. Total No. of containers/Lot.
- v. Signature of concerned production/packing officer who has checked the material.

4.4 The following entries are to be made at the time of outward :

- i. Container No. / Lot No. with date
- ii. Signature of the concerned production/packing officer who has checked the material.

4.5 Make Outward entries of all containers for Part/Full Batch packing.



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- 4.6 Make Inward entries of left over number of containers after completion of packing.
- 4.7 Make the Inward / Outward entries in the format given in Annexure –I.
- 4.8 The following entries are to be made in Batch Reconciliation Register during Tablets/Capsules/Granules/Pellets transferred in storage area:
- i. Name of product
  - ii. Batch No.
  - iii. Batch Data (Batch Size, Mfg. Date, Exp. Date, Retest Date)
  - iv. Average. Wt.
  - v. Transferred qty (In number, In kg, No of Containers)
  - vi. Signature and date of concerned production/packing officer who has checked the material.
- 4.9 The following entries are to be made in Batch Reconciliation Register during Tablets/Capsules/Granules/Pellets transferred for packing:
- i. Batch No. and Batch Size.
  - ii. Transferred qty (In number, In kg, No of Containers, Retest date)
  - iii. Signature and date of concerned production/packing officer who has checked the material.
- 4.10 The following entries are to be made in Batch Reconciliation Register during Tablets/Capsules/Granules/Pellets received after packing to storage area.
- i. Received qty (In number, In kg, No of Containers, retest date)
  - ii. Signature of concerned production/packing officer who has checked the material.
  - iii. Remarks (as WIP or Batch Completed)
- 4.11 Make the Batch Reconciliation Register entry in the format given in Annexure –II.



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**Note:**

1. Make entries in inward / out word of last lot of dispensed raw material, along with extra granular materials.
2. Batch reconciliation Register to be maintain only for Tablets/Capsules ready for packing.

**5.0 ANNEXURE (S):**

ANNEXURE –I: Inward / outward register  
ANNEXURE-II: Batch Reconciliation Register

**6.0 REFERENCE (S):**

Nil

**7.0 ABBREVIATION (S) /DEFINITION (S) :**

SOP : Standard Operating Procedure  
No. : Number

**REVISION CARD**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	---