



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

Title: Physical Verification & Handling of excess and Shortages of Materials in Stores

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0 OBJECTIVE :

To lay down a procedure for physical verification and handling of excess and shortages of materials.

2.0 SCOPE :

This procedure is applicable to all the raw materials and packing materials in stores.

3.0 RESPONSIBILITY:

Stores -Officer, Stores Executive.

Head Stores

4.0 PROCEDURE:

4.1 Physical Stock Verification:

4.1.1 Carry out the physical verification of few materials on daily basis in such a way it will cover all materials (RM & PM) in 30 days.

4.1.2 Fill all the details of physical verification in physical stock verification checklist as per Annexure II.

Note: Count all full containers & weight the loose containers.

4.1.3 During Physical verification if any shortages / excess is found, inform to the department head immediately and fill the "Stock Adjustment Note " as per Annexure I.

4.2 Shortages and excesses of materials:

4.2.1 Shortages and excesses of materials are found during stock taking and during dispensing after completion of consignment (A.R No.)

4.2.2 Whenever any shortages / excess is found, inform to the department head immediately and fill the "Stock Adjustment Note " as per Annexure I.

4.2.3 The limits for shortages and excess is as follows as per receipt quantity of consignment or quantity consumed:



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4.2.3.1 Active materials : ± 0.5 %

4.2.3.2 Inactive materials : ± 1.0 %

4.2.3.3 Solvents : ± 5.0 %

4.2.3.4 Primary Packing Material : ± 3.0 %

4.2.3.5 Secondary Packing material : ± 2.0 %

4.2.4 If the shortage / excess is within the limits specified in point number 4.1.3, take the approval of department head, plant Manager & QA Head and update the stock in stock ledger & ERP.

4.2.5 If the shortage / excess is out of the specified limit in point number 4.1.3, take the additional approval from Purchase Planning and Account departments.

4.2.6 If required, Stores and QA shall investigate for the variances out of the permissible limits and the same shall be intimated to the Purchase Planning department for any further action.

4.2.7 A copy of the same shall be given to the accounts department for information and any further action.

5.0 ANNEXURE (S):

ANNEXURE – I : Stock Adjustment Note.

ANNEXURE – II: Physical Stock Verification Check List.

6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) /DEFINITION (S) :

AR No. : Analytical Report Number

QA : Quality Assurance

STR : Store



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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	--



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ANNEXURE 1

STOCK ADJUSTMENT NOTE

S.No.	Item Code	Name of the Material	A.R.No.	UOM	Book Stock (A)	Phy. Stock (B)	Diff. Qty. (+/-) (C= B -A)	GRN Qty. (Q)	Diff. in % D = C / Q x100	Remarks

Limits: Active materials: $\pm 0.5\%$
Secondary Packing material: $\pm 2.0\%$

Inactive materials: $\pm 1.0\%$
Primary Packing Material: $\pm 3.0\%$

Solvents: $\pm 5.0\%$

Done By:
Stores Head

Checked By:
Plant Head

Approved By:
QA-Head



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ANNEXURE 2

PHYSICAL STOCK VERIFICATION CHECK LIST

S.No.	ITEM CODE	ITEM NAME	A.R.No.	UOM	BOOK STOCK	PHYSICAL STOCK	VARIANCE	REMARKS

Prepared By

(Stores)

Checked By

(Head Stores)