



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Procedure for Receipt, Storage & Dispatch of Finished goods

| | | | |
|-----------------------|--|-----------------------|--------|
| SOP No. | | Revision No. | |
| Effective Date | | Supersedes No. | |
| Review Date | | Page No. | 1 of 6 |

1.0 OBJECTIVE:

To lay down the procedure for receipt, storage and dispatch of finished goods.

2.0 SCOPE:

The SOP is applicable to the receipt, storage and dispatch of finished goods.

3.0 RESPONSIBILITY:

Stores officer, Officer-QA

Head Stores

4.0 PROCEDURE:

4.1 Receiving Procedure

4.1.1 Receive the finished goods from production department on the basis of Finished Goods Transfer Note (FGTN).

4.1.2 Ensure Finished Goods Transfer Note (FGTN) shall be authorized by Quality Assurance.

4.1.3 During receiving of finished goods check the details of the product against Finished Goods Transfer Note (FGTN).

4.1.4 Finished goods shall be transferred to BSR.

4.1.5 Store the received finished goods batch wise and product wise in the finished goods BSR [Bonded store room].

4.1.6 Enter the details of the finished goods received in the finished goods stock register (RG-1).

4.1.7 Keep the finished goods in as per the storage condition mentioned.

4.2 Dispatch procedure

4.2.1 Dispatch of Finished Goods shall be done according to STO after release by QA department in ERP.

4.2.2 Before loading check the vehicle/container as per Annexure-III.:

4.2.3 Adequate protection provided to the goods (cover to the vehicle).



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- 4.2.4 Any other unusual observation
- 4.2.5 If cleanliness of the vehicle/container is not satisfactory, cleaning and mopping (wet & dry) shall be performed before loading of the goods in it.
- 4.2.6 Load the materials on the vehicle/container with the help of forklift or by workmen operating from outside.
- 4.2.7 Load the finished goods shipper properly in presence of security officer.
- 4.2.8 After completion of loading, close the door/shutter.
- 4.2.9 Loose box of each product shall be loaded after loading of all boxes of same batch.
- 4.2.10 After loading store officer shall prepare invoice in four copies Two copies (Original for Buyer & Duplicate for Transporter) shall accompanied with the consignment along with transporter and Two copies for store document purpose.
- 4.2.11 After dispatch make entry in RG-1 register and update the stock.

5.0 ANNEXURE (S):

Annexure-I : Inward record for Approved Finished Goods area .

Annexure-II : Outward record for Approved Finished Goods area

Annexure-III : Checklist for before and during dispatch of vehicle.

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

STO : Stock Transfer Order

BSR : Bonded Store Room



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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 3

CHECKLIST FOR BEFORE AND DURING DISPATCH

| | | | | | | | | |
|-------------------------|---|--|------------------------------|---|--|---|---|--|
| Date of Dispatch | : | | Vehicle/ Container No | : | | Vehicle Type: Container/ Open Type | : | |
|-------------------------|---|--|------------------------------|---|--|---|---|--|

| Sr. No. | Description | Observation |
|----------------|---|--------------------|
| 1 | Check Cleanliness of Vehicle/Container | |
| 2 | Check the vehicle for any damage/hole | |
| 3 | Check the vehicle for wetness/solvents/corrosive materials. | |
| 4 | Check the vehicle for any bad odor | |
| 5 | Check the vehicle for presence of any oil/ lubricants | |
| 6 | Check the vehicle having tarpulin. | |

| | | | | | |
|---------------------------|---|--|----------------------|---|--|
| Name of Consignee | : | | | | |
| Excise Invoice No. | : | | | | |
| Total QTY. | : | | Nos. of Boxes | : | |
| Remarks | : | | | | |

Checked by
(Stores)

Security Sign: