



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Receipt and Verification of Raw material and Packing material in Production from Store	<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 a procedure for Receipt and Verification of Raw material and Packing material in Production from Store.

**2.0 SCOPE:**

The procedure is applicable for Receipt and Verification of Raw material and Packing material in Production from Store.

**3.0 RESPONSIBILITY:**

Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

**4.0 PROCEDURE:**

**4.1 Raw material Receipt and Verification:**

4.1.1 Check the material dispensing sheet is available in the BMR.

4.1.2 Confirm that the materials are in accordance to the dispensing sheet available in BMR.

4.1.3 Ensure that the materials are dispensed is of one batch at a time.

4.1.4 Ensure that the materials are affixed with Dispensed material label on each item.

4.1.5 Production officer shall check, the Product name, Batch Number, Item description, Item code, AR No., Weight of individual ingredient against material dispensing sheet in BMR and sign in dispensing sheet.

4.1.6 Production Officer shall return one copy of dispensing sheet to store and left one copy of dispensing sheet in to BMR after verification and signing.

4.1.7 Transfer the dispensed material along with BMR to Raw material Day store and stag the material batch wise /Product wise with status label.

4.1.8 Production officer shall verify, the Product name, Batch Number, Item description, Item code, AR No., Weight of individual ingredient against material dispensing sheet in BMR



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again before commencing the manufacturing of batch.

**4.2 Packing material receipt and verification :**

- 4.2.1 Check the material dispensing sheet is available in the BPR.
- 4.2.2 Confirm that the materials are in accordance to the dispensing sheet available in BPR.
- 4.2.3 Ensure that the materials to be received from store are of one batch at a time.
- 4.2.4 Ensure that the materials are affixed with Dispensed material label on each item.
- 4.2.5 Production officer shall check, the Product name, Batch Number, Item description, Item code, AR No., Weight /count of individual ingredient against material dispensing sheet in BPR and sign in dispensing sheet.
- 4.2.6 Production Officer shall return one copy of dispensing sheet to store and enclose one copy of dispensing sheet in to BPR after verification and signing.
- 4.2.7 Keep the dispensed Primary packing material in PPM Day store batch wise /Product wise with status label.
- 4.2.8 Keep the dispensed Secondary packing material in PM Day store batch wise /Product wise with status label.

**5.0 ANNEXURE (S):**

Nil

**6.0 REFERENCE (S) :**

Nil

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

BMR : Batch Manufacturing Record.

BPR : Batch Packing Record

IPQA : In process Quality Assurance

AR No.: Analytical Report Number.

PPM : Primary packing material.

PM : Packing material.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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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	---