



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Procedure for issuance of additional Raw and Packing material from Store	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for issuance of additional Raw and Packing material from Store.

2.0 SCOPE:

This procedure is applicable for indenting of additional packing/Raw material in production department.

3.0 RESPONSIBILITY:

Production: Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

4.0 PROCEDURE:

4.1 When any Raw Material during/ packing material are rejected online then follow the procedure as per SOP.

4.2 When any spillage of Raw Material during process or material movement then inform HOD and QA for further investigate and issue the material from warehouse by additional material requisition sheet as per Annexure-I.

4.3 When the consumption of packing material for a batch is more than the standard quantity, raise additional packing material requisition as per Annexure-I.

4.2 Authorize the additional Raw/Packing material requisition by the Production Head & QA Head with reason for additional request and send it to the warehouse.

4.3 Ensure that the quantity issued is as per the requisition.

4.4 Transfer the dispensed additional Raw/Packing material to the respective area.

5.0 ANNEXURE (S):

Annexure-I: Additional Raw/Packing Material requisition sheet.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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6.0 REFERENCE (S):

Nil

7.0 ABBREVIATION (S) /DEFINITION (S) :

BMR : Batch Manufacturing Record

BPR : Batch Packing Record.

QA : Quality Assurance

HOD : Head of Department

SOP : Standard Operating Procedure

REVISION CARD

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