



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Destruction of Rejected/Expired/Non Moving/Spillage Materials	<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 Destruction of Rejected/Expired/Non Moving/Spillage Materials.

### 2.0 SCOPE:

This SOP is applicable to Destruction of Rejected/Expired/Non Moving/Spillage Materials in Warehouse.

### 3.0 RESPONSIBILITY:

Head-Warehouse

### 4.0 ACCOUNTABILITY:

Head-QA

Head-Warehouse

### 5.0 ABBREVIATIONS:

SAP	:	System Application & Product in data Processing
ETP	:	Effluent Treatment Plant
FG	:	Finished Goods
HR	:	Human Resources
Ltd.	:	Limited
Pvt.	:	Private
PPIC	:	Production Planning Inventory Control
QA	:	Quality Assurance
SOP	:	Standard Operating Procedure
WH	:	Warehouse

### 6.0 PROCEDURE:

- 6.1 Officer /Executive Warehouse shall identify and segregate the Rejected/Expired/Nonmoving/Spillage raw & packing materials, list shall send to concern department for approved purpose and listed material shall be transfer to rejected area with status label.
- 6.2 Email communication to concern head of department like as PPIC, Corporate PPIC, Purchase/ Head QA & Head Operation for getting approval of Rejected/Expired/Non Moving & Spilled raw material for destruction.
- 6.3 After receiving email approval concern warehouse officer/executive prepare the Destruction Note & Destruction Certificate in SAP system & taking the print for SAP command SAP-T-code ZMMDC1 & ZMMDC and Physical destruction of Rejected/Expired/Non Moving/ Spillage Raw & Packing materials as per respective **SOP**.



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### 6.4 DESTRUCTION OF REJECTED/EXPIRED/NON MOVING/SPILLAGE RAW MATERIALS:

- 6.4.1 Store department shall be prepared the report by SAP of Rejected/Expired/Non Moving/Spillage Raw Materials & Convert to excel sheet for shall provide to concern Department head of Purchase/ PPIC /QA & Operation head.
- 6.4.2 Destruction of the Raw Materials like, Small quantity of small value materials which is not to be used or any raw materials if spilled on the floor
- 6.4.3 Listed of Rejected/Expired/Non Moving or Spillage raw materials powder shall transfer in rejected room with status label.
- 6.4.4 After getting email approval Store person shall prepare destruction document in SAP & take the print of Destruction note & Destruction Certificate through by SAP T-Code ZMMDC & ZMMDC1.
- 6.4.5 In case Spilled raw materials like as solvent/chemical at working floor during handling like as storage, physical verification, Sampling & dispensing activity, Store personnel shall handling procedure by help of Spill kit & procedure of Spillage of Raw Materials.
- 6.4.6 In case powder may be spilled at working floor surface in warehouse area store shall Collect powder by help of plastic flapper and contents in a empty container or poly bag and transfer to ETP for destruction with Destruction Note & Destruction Certificate.
- 6.4.7 Bulk Quantity of Consignee Expired/Nonmoving Expired raw materials shall transfer to ETP with Destruction Note & Destruction Certificate by content with water inside container. After dispose material shall be Transfer to Bharat Oil Waste management through by document.
- 6.4.8 NDPS /Psychotropic Rejected/Expired/Spilled materials report shall share to plant concern Excise and Narcotics & psychotropic deptt. for take approval for destruction. After getting approval from concern deptt, Store personnel shall prepared Destruction Note & Destruction Certificate and share to concern dept.
- 6.4.9 NDPS /Psychotropic Rejected/Expired/Spilled materials shall be destroyed in plant at presence of all concern deptt.
- 6.4.10 Destroy the raw materials in presence of Warehouse; QA & Security HR Personnel for physical destroy (if material is loan license company then destroy in presence of LL customer)
- 6.4.11 Spilled liquid chemical & Powder raw materials shall be collected for handling as per references of SOP No. HWH/065 "Spillage of raw materials" and SOP "Destruction of Raw Material, In-Process Material, Finished Product & Packaging Materials."

### 6.5 DESTRUCTION OF REJECTED/EXPIRED/NON MOVING OF PACKING MATERIALS:



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- 6.5.1** After getting approval transfer the Rejected/Expired/Non-moving printed packing materials shall be transferred to scrap yard for scrapping as per SOP “Scrap Management”.
- 6.5.2** Rejected/Expired/Nonmoving packing like PVC,PVDC foils & Printed, plain also base aluminum foils roll shall hole/cutting before transfer to scrap yard as per SOP “Scrap Management.
- 6.5.3** Rejected/Expired/Nonmoving Printed cartons C-box packet shall be transferred to scrap yard for cutting, also de-shaped the bottles & mash the PP caps as per SOP “Scrap Management”.
- 6.5.4** Destroy the printed packing materials in presence of Warehouse; QA & Security HR Personnel for physical scraping for destroy.
- 6.5.5** After prepared destruction Note & Destruction Certificate of Rejected/Expired/Non-Moving packing materials, Document shall be print through SAP T-code ZMMDC1 & ZMMDC for signing of Destruction Note and Destruction certificate.

### **6.6 DESTRUCTION OF REJECTED/EXPIRED FINISHED PRODUCTS:**

- 6.6.1** Rejected/Recalled/Expired finished product to be destroyed shall bring along with Authorized “Destruction Note” to material destruction area in double lined poly bags affixed with Status label as per SOP.
- 6.6.2** Printed F.G product materials and empty shipper shall be separated from the finished goods and subject to destroyed as per destruction as rubber closures / Aluminum seal caps and empty blister /strips shall be shredded in to pieces separately and shall be sent to scrap yard for disposal as **SOP** “Destruction of Raw Material, In-Process Material, Finished Product & Packaging Materials”.
- 6.6.3** In case of Blister/Strips: Defoil the blister/strips and collect the contents in a container containing 1 % Sodium Hydroxide solution or as per SOP.
- 6.6.4** In case of Bottles: Open the bottles and collect the contents in a container containing 1% Sodium Hydroxide solution or as per SOP.
- 6.6.5** Stir the contents, neutralize with 1M Hydrochloric Acid and send to ETP or as per SOP.
- 6.6.6** Cut the cartons / literatures in to pieces and send to scrap yard for scrapping as per SOP “Scrap management”.
- 6.6.7** Deface the labels / mash the pp caps and send to scrap yard.
- 6.6.8** Maintain the records as per **Annexure I**.



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### 7.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Destruction Note Expired/Rejected Finished Goods	

**ENCLOSURES:** SOP Training Record.

### 8.0 DISTRIBUTION:

- Controlled Copy No. 01      Quality Assurance
- Controlled Copy No. 02      Warehouse
- Master Copy                      Quality Assurance

### 9.0 REFERENCES:

Not Applicable.

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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### ANNEXURE – I DESTRUCTION NOTE EXPIRED/REJECTED FINISHED GOODS

It is certified that expired / rejected finished goods has been agreed to destroy:

1.	Quality Assurance	
2.	Production	
3.	Head Operations	
4.	F.G. Warehouse	
5.	Representative (if any)	

S.No.	Product Name	B. No.	Mfg. Date	Exp. Date	Reason of Destruction	Quantity

**Destruction Done by**  
Sign & Date

**Destruction Checked by**  
Sign & Date

**Destruction Approved by**  
Sign & Date