



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Disposal of Scrap from Factory Premises	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

This SOP is to lay down the procedure for disposal of scrap material, which are rejected from different departments, from factory premises.

### 2.0 SCOPE:

This SOP is applicable for disposal of scrap material, which are rejected from different departments, from factory premises at .....

### 3.0 RESPONSIBILITY:

- 3.1 Manager - Personnel/Departmental Head shall be:
  - 3.1.1 Responsible for adhering to standard practice as per SOP.
  - 3.1.2 Responsible for overall verification of transfer of scrap materials to scrap yard.
- 3.2 Departmental Officer/Housekeeping Supervisor shall be:
  - 3.2.1 Responsible for monitoring stacking of scrap materials in separate designated places.

### 4.0 ACCOUNTABILITY:

Head - Human Resources

### 5.0 PROCEDURE:

- 5.1 Scrap generated from the departments, warehouse, Production, Quality Control, Engineering, Personnel and QA departments shall be transferred to material scrap yard in safe and secure manner.
- 5.2 Department will segregate all the scrap material in the following categories and transfer to scrap yard on daily basis.
  - 5.2.1 Glass containers: Broken vials, ampoules, bottles, glass wares, miscellaneous glasses.
  - 5.2.2 Foils/PVC: Aluminum foils, PVC, Blister, Strip.
  - 5.2.3 Papers: Corrugated cartons, boxes, carton, gray papers, rejected stationery, etc.



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5.2.4 Metallic containers and miscellaneous items.

5.2.5 Plastic containers and miscellaneous items.

5.2.6 All the scrap shall be kept in above category in separate designated place.

5.2.7 All the papers, blister, strip, foils and PVC will be shredded with the help of shredding machine and keep in poly bag and keep it in their respective places.

5.2.8 All the rejected printed packaging material shall be destroyed by shredder.

5.3 Weekly verification should be done in scrap yard for proper placement of scrap materials, discard of labels and shredding of aluminum foils and maintain records.

5.4 Personnel Department shall inform the scrap contractor, who has been approved by the management, when needed to collect the scrap from the plant.

5.5 Department shall ensure that none of the container shall be transferred to scrap yard without defacing the labels on the containers, like plastic, metal corrugated boxes etc.

5.6 All the scrap items either weighted or counted by person from miscellaneous, accounts as well as security personnel and verified for accuracy accordingly and recorded.

5.7 After the loading of the items into the vehicle one by one and verification shall be done by the security personnel while loading the material.

### 6.0 ANNEXURES:

Nil

### 7.0 References (S)

In House

### 8.0 Glossary

SOP: Standard Operating procedure