



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Entry, Loading and Exit of Material at Gate	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

To describe a procedure for loading and exit of material from gate.

2.0 SCOPE:

This SOP is applicable for loading and exit of material from gate at

3.0 RESPONSIBILITY:

4.1 The Manager – Personnel shall be:

- 4.1.1 Responsible for adhering to standard practice as per SOP.
- 4.1.2 Responsible for overall verification of material exit procedure.
- 4.1.3 Responsible for verification of record.

4.2 Assistant Security officer/Concerned Departmental Officer shall be:

- 4.2.1 Responsible for exit of material as per SOP.
- 4.2.2 Responsible for maintaining of record.

4.0 ACCOUNTABILITY:

Head - Human Resources/Concern Departmental Head

5.0 PROCEDURE:

- 5.1 Every vehicle shall be check, ensure about safety of material, waterproof covering of the vehicle etc.
- 5.2 The material shall be loaded as per Challan on vehicle, in presence of concerned Departmental personnel and security personnel.
- 5.3 Date, party name, item name, quantity, time out, vehicle no. shall be noted down in Outward Register as per Challan then signature of security supervisor/officer on duty.
- 5.4 One copy of Challan shall be filed in outward Challan file and hand over all the relevant papers to the related person.

6.0 ANNEXURES:

Annexure – I: Format for outward goods register



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7.0 REFERENCES (S):

In House

8.0 GLOSSARY:

SOP: Standard Operating procedure

