



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Handling of Material Return Note for Packing 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 Handling of Material return note for Packing Materials warehouse.

### 2.0 SCOPE:

This SOP is applicable for Handling of Material return note for Packing Materials warehouse.

### 3.0 RESPONSIBILITY:

Officer / Executive - Warehouse

### 4.0 ACCOUNTABILITY:

Head-Warehouse

### 5.0 ABBREVIATIONS:

Ltd. Limited  
MRN Material return note  
Pvt. Private  
QA Quality Assurance  
QC Quality Control  
SOP Standard Operator Procedure  
WH Warehouse

### 6.0 PROCEDURE:

6.1 Warehouse officer / Executive shall check the document of material return note.

#### 1. M.R.N SLIP

#### 2. M.R.N TAG

6.2 Foil & PVC roll shall be wrapped at the time of MRN with Polythene bag with status label in primary packing area, after that material transfer to air lock along with MRN note.

6.3 In air lock Polythene bag shall be remove and new Polythene bag wrap and transfer to MRN room.

6.4 Individual M.R.N. of packaging Materials shall be checked by the warehouse person and stored in Specific area.

6.5 At Specific Areas in Packing Material warehouse individual M.R.N. Materials will be stored alphabetically at specific place to avoid mix up.

6.6 After M.R.N. of the Packing material, Warehouse Personnel will prepare shifting in the rack.

6.7 All primary packing material (plastic tube & aluminum tube, laminated tube shall be M.R.N. receipt complete pack and loose quantity need do M.R.N.



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**6.8** During issuing MRN (Foil printed & plain) shall be issued First MRN Materials which return by production to maintain FIFO system After consume MRN foils, stores person shall be issued & dispensed Fresh consignment to production packing section for maintain Inventory of MRN As per FIFO system which return from packing production after completion of particular batches.

**6.9** All packing materials primary and secondary MRN materials specially printed and plain foils shall be issued in FIFO as per SOP (Dispensing of packing material)

**6.10** MRN shall be done more than 100 g for aluminum foil and 500 g for PVC, PVDC roll.

**6.11** Production will take decision for destruction for below 100 g for aluminum foil & 500 g for PVC, PVDC.

**6.12** *Note* : Warehouse should receive return qty. as per the following :

**6.12.1** Shippers – 2 nos. or more than 2 nos.

**6.12.2** Cartons/Cut & Roll labels/Insert – 100 nos./More than 100 nos. or as per bundle.

**6.12.3** Bopp film – 1 Kg. or more than 1 Kg.

**6.12.4** Three piece (Vial/nozzle/Cap) - As per standard pack size.

**6.12.5** Glass Vials - As per standard pack size.

**6.12.6** Ampules - As per standard pack size.

**6.13** All the details of M.R.N. label materials will be recorded in SAP Software.

### **7.0 ANNEXURES:**

Not Applicable.

**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



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### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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