



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Handling of Non Moving Raw Materials, Packing Materials and Finished Products	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Handling of Non Moving Raw Materials, Packing Materials and Finished Products.

2.0 SCOPE:

This SOP is applicable to Handling of Non Moving Raw Materials, Packing Materials and Finished Products

3.0 RESPONSIBILITY:

Officer / Executive Warehouse/PPIC

4.0 ACCOUNTABILITY:

Head Warehouse/PPIC

5.0 ABBREVIATIONS:

FG	Finished Goods
OD	Oral Solid Dosage
PPIC	Production Planning Inventory Control
PM	Packing Material
QA	Quality Assurance
RM	Raw Material
SAP	System Application and Products in Data Processing
SOP	Standard Operating Procedure

6.0 PROCEDURE:

- 6.1** Officer / Executive Warehouse shall make the non-moving list in SAP and convert to MS excel sheet and list share to PPIC & purchase team.
- 6.2** Officer / Executive Warehouse shall prepare the list of Nonmoving / Slow moving for Raw Materials, Packing Materials and Finished Products separately in SAP system by using T code of ZSMI , After that export in MS Excel sheet (SAP export screen short-I) on monthly basis or when required by management of "List of Non /Slow Moving Materials". Report prepare through SAP system.



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SAP Export Screen short-1

Plant	Material Group	Material No.	Material Description	UOM	Storage Location	Batch	Stock	Stock value	Date	Age In Days	Last Consumption Date	Manufacturing Date	Expiry Date
9700	100	10000701	PELLETS FOR PANFAST-DSR	KG	1001	606971	99.59	65,241.41	29.11.2014	1,979	1,979	01-04-2014	31-03-2018
9700	104	10001290	INSTACOAT EN-SOL 825 RED	KG	1001	633533	13.81	1,049.56	07.01.2015	1,940	1,940	22-08-2014	21-Aug-18
9700	102	10005273	H.V.CAPS SHELL DARK BLUE/DARK BLUE # 1	TS	1009	754068	1,121.70	4,24,226.94	26.06.2015	1,770	1,770	01-01-2013	30-Dec-17
9700	104	10002920	INSTACOAT EN-HPMC-P([C-EN-802]YEL.BLUECR	KG	1001	778377	69.818	3,70,584.87	24.07.2015	1,742	1,742	11-07-2015	10-Jul-19
9700	106	10008127	FLV. PEPPERMINT BUSH-030130-FIRMENISH SA	KG	1001	798723	4.925	4,571.88	21.08.2015	1,714	1,714	01-07-2015	30-Dec-19
9700	101	10001437	PROPYL GALLATE IP	KG	1001	1522036	0.258	663.01	10.03.2018	782	-1	01-03-2017	28-Feb-21
9700	104	10002920	INSTACOAT EN-HPMC-P([C-EN-802]YEL.BLUECR	KG	1001	796226	64.78	3,43,843.82	19.08.2015	1,716	1,536	23-07-2015	22-Jul-18
9700	101	10000939	ASPARTAME IP (POWDER FORM)	KG	1001	1902328	83.721	87,066.49	04.05.2019	362	-1	20-03-2019	19-Mar-22
9700	100	10007232	FOLIC ACID IP (HEBE JIHENG PHARMACY)	KG	1252	892237	5.14	18,076.30	21.12.2015	1,592	1,469	26-08-2015	25-08-2019
9700	104	10001305	INSTA. AQUA ORANGE([A-III-40647]BLUECROS	KG	1001	926012	8.79	13,580.55	04.02.2016	1,547	1,391	05-01-2016	04-Jan-19
9700	101	10000697	POTASSIUM CHLORIDE IP	KG	1248	1992986	0.592	90.55	01.08.2019	273	-1	01-03-2019	28-Feb-24
9700	101	10001434	POLYSORBATE 80 IP (TWEEN 80)	KG	1248	1993873	24.827	2,929.59	02.08.2019	272	-1	01-05-2019	30-Apr-21
9700	101	10007894	SODIUM CHLORIDE USP(AVANTOR)(SUN)	KG	1248	1099233	2.52	10,744.83	20.09.2016	1,318	1,318	11-08-2014	10-Aug-19
9700	100	10002085	VALETHAMATE BROMIDE	KG	1248	2014113	8.574	4,27,041.96	21.08.2019	253	-1	01-10-2018	30-09-2023
9700	100	10006707	DIASTASE IP(1:5000)(FUNGAL)(TOR)	KG	1001	1107450	9.85	16,289.04	29.09.2016	1,309	1,309	01-12-2015	30-11-2018
9700	100	10013552	TOLNAFTATE IP (AARTI DRUGS LTD.)	KG	1266	2028835	2.489	7,701.96	03.09.2019	240	-1	01-02-2019	31-01-2024
9700	100	10006931	COPPER GLUCONATE (TOR)	KG	1001	606067	9.51	20,163.39	28.11.2014	1,980	1,232	01-05-2014	30-10-2018
9700	101	10003313	POLYETHYLENE GLYCOL USNF(P.E.G. 400)	KG	1001	2046626	3.205	318.1	19.09.2019	224	-1	01-09-2019	31-Aug-22
9700	101	10003313	POLYETHYLENE GLYCOL USNF(P.E.G. 400)	KG	1248	2046626	0.856	84.96	19.09.2019	224	-1	01-09-2019	31-Aug-22
9700	101	10003141	METHYL PARABEN IP (ALTA LABS) (B.C)	KG	1001	2061722	0.824	236.18	03.10.2019	210	-1	01-12-2018	30-Nov-23
9700	101	10002119	DI-SOD. HYDROGEN PHOSPHATE DIHYDRATE BP	KG	1248	2085363	17.57	4,073.25	24.10.2019	189	-1	01-07-2019	30-Jun-24
9700	101	10005128	H.P.M.C. IP 6CPS (SHINETSU) TOR	KG	1001	1006679	6.379	11,123.89	21.05.2016	1,440	1,064	11-08-2015	10-Aug-18

- 6.3 Head Warehouse shall send the list to PPIC for the future course of action of the materials and PPIC list send to Head QA with the remark.
- 6.4 Head QA and PPIC shall discuss the list with all concerned, based on outcome suitable action shall be proposed for such nonmoving materials for customer input and further action shall be initiated.
- 6.5 Head QA shall send the list along with management comments customer input and further consolation Head Warehouse for further action.
- 6.6 Officer / Executive Warehouse and Officer / Executive QA shall identify the materials based on the merits of decision and transfer the materials which are to be destroyed to "Rejected Area" with proper status label.
- 6.7 Officer / Executive Warehouse shall destroy the materials following the SOP.
- 6.8 Officer / Executive Warehouse shall update the stock in SAP accordingly.
- 6.9 Officer/Executive Warehouse shall maintain the records.



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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	List of Non Moving Materials	

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:

Schedule M of the Drugs & Cosmetics Act 1940.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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