PHARMA DEVILS WAREHOUSE DEPARTMENT	
STANDARD OPERATING PROCEDURE	
Department: Warehouse	**SOP No.:**
Title: Handling of Rejected Raw Material & Packing Material	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down the procedure for handling of Rejected Raw Material & Packing Material.

2.0 SCOPE:

This SOP is applicable for Handling & storage of Rejected Raw material and Packing material in Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive Warehouse.

4.0 ACCOUNTABILITY:

Head Warehouse

5.0 ABBREVIATIONS:

GRN   Goods Receive Note
QA   Quality Assurance
SOP   Standard Operating Procedure
WH   Warehouse

6.0 PROCEDURE:

6.1   Any material will be rejected by quality control department will issue the rejection COA and sent to concern deptt.

6.2   Quality control dept will affix the rejected label on the each container/bag.

6.3   Once rejected label is affixed officer / executive warehouse shall shift the material immediately to rejected material area/room and enter the details as per **Annexure II.**

6.4   Rejected Material Area shall be kept under Lock and key conditions and the key shall be maintained under the supervision of Quality Assurance.

6.5 A COPY OF REJECTION COA WILL BE SEND TO:

6.5.1 Quality Assurance Department for further action.

6.5.2 Raw material purchase department

6.5.3 Production planning & inventory control department for ordering of replacement.

6.5.4 Warehouse department for process again activity for reject materials.

	PHARMA DEVILS	
	WAREHOUSE DEPARTMENT	

STANDARD OPERATING PROCEDURE	
Department: Warehouse	**SOP No.:**
Title: Handling of Rejected Raw Material & Packing Material	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

6.6 Purchase team will inform the vendors along with Certificate of Analysis (COA)

6.7 Rejected Raw / Packing Materials shall be returned to vendor preferably within one month but not later 3 (three) month due to any reason of delay for rejections return to vendor, may be as vendor has challenged the results and wants a joint analysis or due to other technical reason or any other such associated reasons.

6.8 If the vendor does not withdraw / rebooked/pick up the rejected material from plant rejected area within three month. The material shall be destroyed after three months with proper information to vendor .And after getting Approval from Purchase /PPIC/QA /Head Operation**.**

6.9 Any printed packing material rejected by QC will not return to vendor/supplier. The material shall be destroyed in plant with prior information to vendor.

6.10 However in exceptional cases, vendor has challenged the results and wants a joint analysis against of rejection then purchase dept. shall call to QC/QA person of vendor /supplier for joint analysis shall perform with our plant QC/QA.

6.11 After Joint Analysis result taken the further action as decided by the joint team of plant & vendor QC head, QA head, Purchase head , If result may be reject then materials may be sent back to vendor with return invoice. Or destroy as per getting approval of vendor/manufacturer.

7.0 **ANNEXURES:**

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Rejected material log	

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:**
In-House

10.0 **REVISION HISTORY:**

CHANGE HISTORY LOG

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

	PHARMA DEVILS
	WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	**SOP No.:**
Title: Handling of Rejected Raw Material & Packing Material	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

ANNEXURE – II

REJECTED MATERIAL LOG

S. No.	Date of Rejection	Name of the Material	Name of the Manufacture	Reason for Rejection	Mat. Batch No.	GRN No. & Date	Qty. kg/Nos.\ /Ltr.	Done by Store Sign. & Date	Verified by QA. Sign. & Date	Returned / Destroyed Document /Invo. No. & Date.	Done By Store Sign. & Date.	Verified By Q.A Sign. & Date.	Remarks