



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Handling of Scrap	<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 removal of scrap.

### 2.0 SCOPE:

This procedure is applicable for removal of scrap.

### 3.0 RESPONSIBILITY:

Stores Officer, Stores Executive,  
Stores In-charge

### 4.0 PROCEDURE:

4.1 Segregate the scrap according to the type of scrap.

4.2 Collect the scrap from the scrap yard.

4.3 Prepare the list of scrap with weight/quantity details.

4.4 Make delivery challan & Excise Invoice (if applicable).

4.5 Load the scrap in the vehicle in the presence of security officer.

4.6 Send excise Invoice along with the delivery challan with the material and retain one copy for record.

4.7 Remove the scrap in the presence of stores officer, QA, Security officer & Excise officer (for excisable items).

**Note:** Ensure that the scrap should not have its original identity.

### 5.0 ANNEXURE (S):

Nil

### 6.0 REFERENCE (S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).



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### 7.0 ABBREVIATION (S) /DEFINITION (S):

QA : Quality Assurance

### REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No
1	00	---	---	New SOP	---