

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE								
Department: Production (External Preparation)	SOP No.:							
<b>Title:</b> Inward and Outward of Raw Material/Bulk in Ointment and Oral Liquid Core Area	Effective Date:							
Supersedes: Nil	Review Date:							
Issue Date:	Page No.:							

#### 1.0 OBJECTIVE:

To lay down a procedure for Inward & outward of Dispensed Raw material and Bulk in Ointment and Oral liquid Core area.

#### **2.0 SCOPE:**

This SOP is applicable for Inward & outward of Dispensed Raw material and Bulk in Ointment and Oral liquid Core area.

#### 3.0 RESPONSIBILITY:

Officer / Executive – Production Department

#### 4.0 ACCOUNTABILITY:

**Head Production** 

#### **5.0 ABBREVIATIONS:**

BPCR Batch Production and Control Record

Ltd. Limited Pvt. Private

QA Quality Assurance

SOP Standard Operating Procedure

SS Stainless Steel RM Raw Material

#### **6.0 PROCEDURE:**

#### 6.1 INWARD AND OUTWARD OF RAW MATERIAL:

- **6.1.1** Officer / Executive Production shall receive the raw material from the warehouse department after dispensing & check the batch / bags status Labels, number of containers match with the respective BPCR.
- **6.1.2** Keep the RM of a batch on the rack or on a SS pellet / cage trolley along with BPCR.
- 6.1.3 Enter the Receipt details & receiving time for materials, "Inward & Outward Register Log (Dispensed Raw material).
- **6.1.4** Officer / Executive QA shall verify the details entered in day store.

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**6.1.5** Before manufacturing the batch production officer shall enter the time in "Inward & Outward Register log (Dispensed Raw material). And transfer the material in manufacturing area.

#### **6.2 INWARD AND OUTWARD OF BULK:**

- **6.2.1** After manufacturing the batch, Officer / Executive Production shall transfer bulk to SS tank and weight in platform balance then store bulk in bulk storage area along with BPCR and shall be check volume of bulk & transfer the Syrup/Suspension (bulk) in holding tank along with BPCR.
- **6.2.2** Enter the Product details weight/volume and time for bulk, "Inward & Outward Register log (Bulk).
- **6.2.3** Before start the filling process of batch production officer shall enter the time in "Inward & Outward Register log (Bulk). And transfer the material in filling area.

#### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Inward and outward Register log (Dispensed Raw	
	material)	
Annexure – II	Inward and outward Register log (Bulk)	
Annexure – III	Inward and outward Register log (Oral Liquid Bulk)	

**ENCLOSURES:** SOP Training Record

#### **8.0 DISTRIBUTION:**

• Controlled Copy No. 01 Quality Assurance

• Controlled Copy No. 02 Production

• Master Copy Quality Assurance

#### 9.0 REFERENCES:

Not Applicable

#### 10.0 REVISION HISTORY:

#### **CHANGE HISTORY LOG**

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



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#### ANNEXURE-I INWARD & OUTWARD REGISTER LOG (DISPENSED RAW MATERIAL)

Location: Month & Year:

S.No.			INV	VARD R	ECORD			OUTWARD RECORD						
	Date	Product Name	Batch No.	B. Size	No. of Contain ers	Inward Time	Checked By Production Sign & date	Date	Outward Time	Issued to line no.	Checked By Production Sign & date	Verified By (QA) Sign & date	Remark	



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# ANNEXURE II INWARD & OUTWARD REGISTER LOG (BULK)

	Locatio	n:									Month & Y	Year :		
S.No.				INW	ARD RE	CORD	OUTWARD RECORD							
	Date	Product	Batch	B. Size		Inward	Net Weight	Checked	Date	Outward	Issued to	Checked	Verified By	Remark
		Name	No.		Contain	Time	of Bulk in	By		Time.	line no.	By	(QA)	
					er		(Kg)	Production Sign &				Production Sign & date	Sign & date	
								date				oign & date		



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### ANNEXURE-III INWARD AND OUTWARD REGISTER LOG (ORAL LIQUID BULK)

Locat	ion:									M	onth & Year	:	
S.No.				INWARI	RECORD	OUTWARD RECORD							
	Date	Product Name	Batch No.	B. Size	Inward Time	Net Volume of Bulk in (Ltr.)	Checked By Production Sign & date	Date	Outward Time.	Issued to line no.	Checked By Production Sign & date	Verified By (QA) Sign & date	