



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production (External Preparation)	<b>SOP No.:</b>
<b>Title:</b> Inward and Outward of Raw Material/Bulk in Ointment and Oral Liquid Core Area	<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 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





