



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

SOP No.:

Title: Manual Issuance of Raw/Packing Materials During Electronic System Failure

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Manual Issuance of Raw / Packing Material during Electronic System Failure.

2.0 SCOPE:

This SOP is applicable to Manual Issuance of Raw /Packing Material during Electronic System Failure in Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive Warehouse

4.0 ACCOUNTABILITY:

Head Warehouse

5.0 ABBREVIATIONS:

A.R No. Analytical Report Number
BMR Batch Manufacturing Record
BPR Batch Packing Record
PM Packing Material
QA Quality Assurance
Qty. Quantity
RM Raw Material
SOP Standard Operating Procedure

6.0 PROCEDURE:

- 6.1 During electronic system failure for a long period such as more than one working day, manual issuance can be done.
- 6.2 Officer/Executive warehouse shall send the duly filled and signed requisition for manual issuance of raw/packing materials during electronic system failure to Quality Assurance as per Annexure I.
- 6.3 Head QA shall review and take decision for manual issuance of RM / PM /Both.
- 6.4 If permitted officer/Executive QA shall provide the required documents (as per Annexure I) to officer / executive warehouse.
- 6.5 Officer/Executive warehouse shall issue the materials in presence of Officer/Executive QA following SOP "Dispensing and Issuance of Raw Materials to Production" and following SOP "Dispensing of Packing Materials."
- 6.6 Issue the material from loose container.



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- 6.7** If loose container is not there then retrieve the A. R. No. /Material Batch No. from the raw material stock registers or from the old data (refers BMR of previously dispensed batches / products).
- 6.8** Officer/Executive warehouse shall write Qty. & A. R. No. / Material Batch No. of dispensed RM in the BMR/BPR along with the required details.
- 6.9** Officer/Executive warehouse shall fill the Identification Slip as per annexure II and affix on each dispensed raw material container.
- 6.10** Once the electronic system starts working immediately Officer / Executive Production shall enter the transaction in the electronic system and provide the requisition to officer / Executive Warehouse for printing of issue slip.
- 6.11** Officer/Executive Warehouse shall print the issue slips and handover to Officer/Executive Production for checking.
- 6.12** Officer/Executive QA shall verify the details of dispensed RM along with manual issuance and record the deviation if any and inform to Head QA for necessary action.
- 6.13** Officer/Executive warehouse shall enter the details in Annexure III.
- 6.14** Records of manual issuance shall be maintained along with electronic data.
- 7.0 ANNEXURES:**

| ANNEXURES No. | TITLE OF ANNEXURE | FORMAT No. |
|---------------|---|------------|
| Annexure-I | Requisition for Manual Issuance of Raw / Packing Materials during Electronic System Failure | |
| Annexure-II | Identification Slip | |
| Annexure- III | Manual Issuance of Raw / Packing 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:

Not Applicable



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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

REQUISITION FOR MANUAL ISSUANCE OF RAW / PACKING MATERIALS DURING ELECTRONIC SYSTEM FAILURE

From: Warehouse **Date:**

To, Quality Assurance

Due to link failure/hardware issue we are not able to get material issued by electronic system. Kindly allow us to take the Raw Materials/Packing Material or both manually from warehouse. The details are given below:

Product Name:
Batch No.: **Batch Size:**.....
Mfg. Date.: **Exp. Date:**.....

For: Sale / PS / Institution / Export / Others

Officer / Executive Warehouse
Sign. & Date

Permitted / Not Permitted

Head QA
Sign & Date

Find enclosed herewith the given below documents for taking the RM / PM /both from warehouse manually.

Annexure:

1. BMR / BPR **Attached/Not attached**

2. **.....**

Officer / Executive QA
Sign. & Date



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ANNEXURE – II

IDENTIFICATION SLIP

Item Name :

Product Name:

Batch No. :

Batch Size :

Mat. Batch No.:

Qty. :

Issued By :

Checked By:

