



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Movements of Materials	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down a procedure for movement of materials inside the factory premises.

2.0 SCOPE

This SOP is applicable for movement of materials inside the factory premises at plant.

3.0 RESPONSIBILITY

Security Supervisor

Head of the Department – PAD

Head – Stores

4.0 PROCEDURE:

4.1 Non-Returnable Out Going Materials

- 4.1.1 Material being taken out of Material Gate shall be allowed with Non returnable gate pass as per (Annexure- II).
- 4.1.2 Only printed and numbered gate passes shall be allowed. No transactions on paper other than gate pass are permitted.
- 4.1.3 Security Supervisor on duty at Material gate shall confirm identification and quantity of material with gate pass. Before loading of material first inform to security supervisor for cross check of material loading, either personally or depute a security guard at loading point for this purpose.
- 4.1.4 Security guard deputed for above purpose shall carefully check the material for identification and quantity and shall sign the gate pass with time and vehicle number in which material was loaded.
- 4.1.5 He shall then handover gate pass to transporter for further necessary action at material gate.
- 4.1.6 Security Supervisor at Material Gate shall check validity of gate pass with endorsement of vehicle number, mode of transport etc and ensure gate pass has been signed by HOD –Prod./ HOD - Admn.



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- 4.1.7 Stamp for security check shall be put on gate pass and transporter shall be directed to duty clerk for necessary entries along with all papers.
- 4.1.8 Security clerk shall allot outward number and put outward stamp.
- 4.1.9 He shall make necessary entries in gate out ward register file gate copy and hand over all other papers to transporter.
- 4.2 Non - Returnable Incoming Material**
- 4.2.1 Ensure availability of proper challan in Triplicate in the name of unit address.
- 4.2.2 Check the material for identify & correctness of quantity and enter all the relevant details in Security inward register and put security check stamp.
- 4.2.3 Inward number, time in and vehicle number etc. shall be endorsed on relevant papers and transporter shall be allowed to go to respective stores for unloading.
- 4.2.4 Stores person posted at stores shall check the consignment for any damage or deficiency.
- 4.2.5 If material is found correct, it shall be unloaded and papers shall be handed over to transporter as material received. Transporter shall be allowed to leave the premises.
- 4.2.6 In case of deficiency/incorrect material, purchase / Account department shall be informed for further necessary action.
- 4.2.7 If company does not accept material, the Inward entry shall be cancelled at Material gate with proper remarks and transporter shall be allowed to leave the premises.
- 4.2.8 Partial acceptance of consignment shall be informed to main gate by purchase/Accounts department in writing and inward entry shall be corrected accordingly.
- 4.2.9 Sample materials from Loan License parties through courier shall be informed to contract department. Material shall be recorded in gate inward register.
- 4.2.10 Contract department shall take the delivery of the goods from the gate.
- 4.2.11 Any other material received through courier, shall be delivered at RM/PM stores by courier directly.
- 4.2.12 Inward stamp on courier paper shall be put and normal inward procedure shall be followed.
- 4.2.13 Material arrived at gate through the staff members/any member/staff bus shall also be recorded at Material gate. Proper inward number shall be allotted.



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4.3 Returnable Outward Materials

- 4.3.1 Materials shall be checked for proper and valid gate pass.
- 4.3.2 Security Supervisor at material gate shall ensure correct quantity of material as per gate pass (Annexure-I).
- 4.3.3 Transporter/Individuals carrying materials shall hand over their gate passes to the security clerk.
- 4.3.4 Security clerk shall allot returnable number and make entry in returnable register
- 4.3.5 Returnable stamps shall be put on all the gate passes with requisite endorsements.
- 4.3.6 Two copies of gate passes shall be handed over to the transporter/individual carrying the above material and one copy shall be filed in the pending returnable file.
- 4.3.7 Whenever above material is brought back by the individual, gate pass shall be cleared from the pending returnable file.
- 4.3.8 Inward column in returnable register shall be filled in. In case, part of material remains pending, the gate pass shall not be cleared but entry in the register shall be made for partial material received. Balance shall be shown in pending returnable register.
- 4.3.9 Returnable register shall be reviewed quarterly and returnable pending report shall be given to respective department for early recovery of the material.

5.0 REFERENCE(S)

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

6.0 ANNEXURE (S)

Annexure - I : Returnable Material

Annexure – II : Non Returnable Material

7.0 ABBREVIATION (S)/DEFINITION (S)

PAD : Personnel & Administration



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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	--



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ANNEXURE I RETURNABLE MATERIAL

Sr. No.....

Name Date.....

(Address)..... Date of Return

.....

S.No.	Description of Goods	Quantity/Pkgs.	Remarks	
Receiver Name		Prepared by	Store In-charge	Authorized Signature

VAT TIN

CST



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ANNEXURE II NON-RETURNABLE MATERIAL

Name: Sr. No:.....
 Address:..... Date:.....

S.No.	Description of Goods	Quantity/Pkgs.	Remarks
Receiver Name		Prepared by	Store In-charge
			Authorized Signature

VAT TIN.....

CST