



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|--|------------------------|
| Department: Warehouse | SOP No.: |
| Title: Receipt, Handling and Storage of Packing Materials | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

1.0 OBJECTIVE:

To lay down a procedure for Receipt, Handling and Storage of Packing Materials.

2.0 SCOPE:

This SOP is applicable for Receipt, Handling and Storage of Packing Materials in Warehouse.

3.0 RESPONSIBILITY:

Officer/ Executive –Warehouse

4.0 ACCOUNTABILITY:

Head –Warehouse

5.0 ABBREVIATIONS:

| | |
|------|------------------------------|
| AC | Air Condition |
| FTL | Full Truck Load |
| GRN | Goods Receive Note |
| HO | Head Office |
| PVC | Polyvinyl Chloride |
| PP | Pilfer Proof |
| Pvt. | Private |
| QA | Quality Assurance |
| QC | Quality Control |
| Ltd. | Limited |
| WH | Warehouse |
| SOP | Standard Operating Procedure |

6.0 PROCEDURE:

6.1 RECEIPT:

- 6.1.1 Upon arrival of the vehicle with material, the security person checks the delivery documents and ensures that consignment is meant for plant.
- 6.1.2 After confirmation of the address, the documents related to the consignment shall be sent to warehouse receiving bay office for verification in SAP with PO (Purchase Order) before making entries into “Security Register for incoming consignment.
- 6.1.3 After ensuring the adequacy of the received documents; the warehouse personnel shall send back the documents to security personnel to make entries in the “Security Register.
- 6.1.4 Security personnel shall make entries in the “Security Register for Incoming materials accordingly.



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- 6.1.5** After entering the required details, the security personnel shall put stamp on the Invoice /Delivery Challan with serial number, receiving date along with signature and send the vehicle to receiving bay.
- 6.1.6** All incoming consignments shall be recorded /unloaded through Central receiving on a First-In / First-Out basis unless the nature of the material.
- 6.1.7** Materials of other blocks shall be distributed/ handed over to the concern person on their arrival at receiving bay. Bulk consignments (like FTL) shall be unloaded at designated blocks.
- 6.1.8** Before unloading of consignment, warehouse person shall make following checks...
GST Invoice/Challan.
E-way bill of the consignment.
Appropriateness of company address on the delivery documents.
Approved Manufacturer / Supplier address with AVL (Approved Vendor List).
Availability of Vendor Certificate of Analysis copy.
Reference of Purchase Order number on the documents.
Description of the material in purchase order tallies with consignment delivery document etc.
- 6.1.9** In case of any discrepancies observed shall be informed to HOD–Warehouse and HOD Purchase for further corrective action. This communication shall be via phone or mail for rectification.
- 6.1.10** The material shall be unloading from the vehicle in presence of Warehouse and Security personnel.
- 6.1.11** Warehouse shall check the vehicle physically for cleanliness and absence of any foreign residue / hazardous materials with transported materials and enter the details in **Annexure-I (Packing Material Receipt Check List)**.
- 6.1.12** Ensure to unload the material safely from the vehicle onto the cleaned pallets at receiving platform.
- 6.1.13** Warehouse shall check the consignment against invoice / challan and unload the materials on pallets batch wise/lot wise.
- 6.1.14** Warehouse shall prepare checklist as per the physically received consignment. Accordingly observed details shall be recorded in **Annexure-I (Packing Material Receipt Check List)** and weight shall be mentioned on the each bag/box along with the current date. Put cross [X] on manufacturer approved label with black marker.
- 6.1.15 Handling of Sterile Packing Material:**
- 6.1.16** Warehouse person shall check at the time of prepare check list of receipt the consignment is with “Gamma Sterilization red indicator” and/or any such tag/identity indicating pre-sterilized primary packing materials from the manufacturer/supplier. (In case of Sterile Primary Packing Materiel)



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- 6.1.17** Warehouse person shall visually check the all sterile material like Three Piece, Sodium Chloride Ampoule, SWFI, RFU Rubber Stopper or if any then also check.
- 6.1.18** Warehouse person shall visually check of sterile material standard packing from inner side c-box.
- 6.1.19** Warehouse person shall check the self- life of all sterile packing material as per mention on mother label or vendor COA given by vendor and shall be enter in SAP GRN during process.
- 6.1.20** All incoming GST invoice shall accompany E-way If E-way Bill is not received along with consignment for invoice value 50 thousand and above , store shall inform to Store head, PPIC, LL Concern person ,Purchase dept.to arrange the same from customer or Transporter for further process of receiving.
- 6.1.21** If the received packing material is found damaged, inform to QA and follow the directions of QA.
- 6.1.22** In case of any deviation inform to Head warehouse and Head QA.
- 6.1.23** Officer/Executive warehouse shall enter the details in **Annexure-IV (“RM/PM material Inward Register”)** SOP ‘**Receipt of Raw Material in Warehouse**’ after verification of packing materials.

6.2 CLEANING OF RECEIPT BAG/BOX/OTHERS.

- 6.2.1** After receipt of all verified packing material bag/ box/others, shall be cleaned all material by clean cloth / or by Vacuum Cleaner if required and enter the cleaning details in **Annexure-I of SOP “Operation, Cleaning and Maintenance of Vacuum Cleaner”**.
- 6.2.2** After cleaning of all received material, Warehouse person transfer the all cleaned material to quarantine area by De-Dusting tunnel or by Lift to any floor in packing store.
- 6.2.3** Warehouse shall operate the De-dusting conveyor tunnel as per SOP “Operation and Cleaning of De-dusting Tunnel” and receive the cleaned & de-dusted raw materials and record shall enter in **Annexure-I of SOP “Operation and Cleaning of De dusting Conveyor Tunnel”**.

6.3 STORAGE OF INCOMING PACKING MATERIALS:

- 6.3.1** After receipt, Officer/Executive warehouse shall shift the Packing material to Quarantine Area.
- 6.3.2** Officer/Executive warehouse shall place the packing materials on racks batch wise/lot wise.
- 6.3.3** Officer/Executive warehouse shall write the details on the in **Annexure-II of SOP (Quarantine Status Board)** displayed on that rack.
- 6.3.4** Officer/Executive warehouse shall keep the damaged containers separate.
- 6.3.5** If the special storage condition is required for the packing materials, it must be stored at required storage condition.



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6.3.6 In case of Primary Packaging material only to be sampled box shift in quarantine area and remaining qty. shall transfer to under test area by main corridor.

6.4 PREPARATION OF GRN OF PACKING MATERIALS:

6.4.1 AVL shall be checked before GRN preparation in SAP.

6.4.2 If vendor is not in AVL, warehouse person shall inform QA through mail to update the same. GRN shall be kept pending and material shall be stored in quarantine area in BLUE STRIP tied with blue rope labelled “Materials **Awaiting for GRN**”. GRN shall be prepared on receipt of mail response from QA for updating of AVL.

6.4.3 After receipt of consignment and verification of documents, Officer/Executive warehouse shall prepare the GRN.

6.4.4 After preparation of GRN, Officer/Executive warehouse shall print the “Requisition for Analysis of Packing material” and send one copy duly signed to Quality Control Department for sampling.

6.4.5 Officer/Executive warehouse shall affix duly signed “Quarantine label” as per SOP “Status Labeling”.

6.4.6 If the packing material is received on behalf of loan licenses company then Officer/Executive warehouse shall affix the label printed with company name on each packing material.

6.5 SAMPLING:

6.5.1 Officer/Executive QC shall sample the packing materials as per SOP “**Procedure for Sampling, Testing, and Release & Rejection of Packaging Materials**” and affix “**SAMPLED**” Sticker Label as per “**Status Labeling**” in SOP.

6.5.2 After sampling, Officer/Executive QC shall affix printed duly signed “Under Test” label on each container as per “**Status Labeling**” in SOP and shift the containers to under test area.

6.6 AFTER ANALYSIS OF PACKING MATERIALS:

6.6.1 On rejected packing materials, Officer/Executive QC shall affix printed duly signed “Rejected” label as per “**Status Labeling**” in SOP on the rejected containers and shift the containers to rejected area.

6.6.2 Unprinted packing material such as corrugated box, PVC, Aluminum foil (plain), empty bottles, glass bottle, Three pcs Bottle, Nozzle, Cap, Rubber Stopper, Aluminum Seal, Granules, Plain lami tube Polybag etc. shall be return back to supplier with proper gate pass and challan no.

6.6.3 If the printing problem on rejected printed packaging material is recoverable then send it to vendor with proper gate pass and challan.



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6.6.4 If the printing problem is not recoverable, destroy the printed packing materials with intimation to the manufacturer / supplier.

6.6.5 On approval of packing materials, Officer/Executive QC shall affix “Approved” label as per “Status Labeling” in SOP.

6.7 HANDLING & STORAGE OF PACKING MATERIALS:

6.7.1 Shift the approved packing materials to respective approved packing material store.

6.7.2 PVC, Aluminum foil (plain), empty bottles, glass bottle, Three pcs Bottle, Nozzle, Cap, Rubber Stopper, Aluminum Seal, Granules, Plain Lami tube Polybag etc. shall be stored in below 25°C or as per requirement.

6.7.3 All approved Primary & Secondary packaging material shall be stored in dedicated area.

6.7.4 Packing material like labels shall be arranged in separate pigeon hole immediately.

6.7.5 Printed labels shall be controlled by Head Warehouse and shall be stored below 25°C or as per required temperature in lock & key system.

6.7.6 Warehouse officer/Executive shall take the daily incoming from SAP and shall convert to MS-excel sheet and shall entered rack No.in MS- excel work sheet.

6.7.7 Warehouse person shall enter all noted inventory in SAP bin location.

6.7.8 After release in SAP all type approved packaging material transfer to dedicated location and enters details in SAP for Bin Location updating.

6.7.9 During entered the material in bin location Uses the T-code ZWMB A for Bin location updating, ZWMB T for Bin to Bin location transfer, ZWMSTOCK for bin location rechecking.

6.8 After QC approval, Officer / Executive warehouse shall send one copy to HO and keep second copy in his record.

6.9 Officer/Executive warehouse shall issue the approved packing materials to production whenever required.

6.10 Temporary arrangement may be done in case of space constraint, to store packing materials in either Quarantine area, Under test area or in Approved area with appropriate Identification labels and Identification marking, so as to indicate the status of the material.

7.0 ANNEXURES:

| ANNEXURES No. | TITLE OF ANNEXURE | FORMAT No. |
|---------------|-------------------------------------|------------|
| Annexure-I | Packing Material Receipt Check List | |

ENCLOSURES: SOP Training Record



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8.0 DISTRIBUTION:

- Controlled copy No.01 Quality Assurance
- Controlled copy No.02 Warehouse
- Master copy Quality Assurance

9.0 REFERENCES:

- Schedule M of the Drugs & Cosmetics Act 1940.

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 – 1 PACKING MATERIAL RECEIPT CHECK LIST

| | | | |
|--------------------------|--|--------------------|--|
| Material Name | | Date | |
| Mfg. Date | | Exp. Date | |
| Manufactured By | | | |
| Supplied By | | | |
| Challan/Invoice No./Date | | GST Inv. No./ Date | |
| Unit of measurement | | Storage condition | |
| Transporter's Name | | | |

| S.No. | To Check | Yes | No | Remarks |
|-------|---|-----|----|---------|
| 1. | Whether the material is received from Approved Vendor? | | | |
| 2. | Whether the Purchase Order is available? | | | |
| 3. | Whether the transporter's vehicle is clean? | | | |
| 4. | Whether the consignment is Physically damaged in transporter's vehicle? | | | |
| 5. | Whether the Intactness /Integrity of seal of all the containers maintained? | | | |
| 6. | Whether the containers are labeled properly? | | | |
| 7. | Packing slip of material received or not. ? | | | |
| 8. | Whether the consignment received along with the e -way bill? | | | |
| 9. | Whether the consignment received along with the Bill? | | | |
| 10. | Whether at the time of receipt, our consignment is accompanied with any Harmful material? | | | |
| 11. | Whether the consignment is accompanied with Certificate of analysis from the manufacturer? | | | |
| 12. | Whether the container is cleaned by De-dusting tunnel/Vacuum /Clean cloth. | | | |
| 13. | Whether at the time of receipt the consignment is with "Gamma Sterilization red indicator" and/or any such tag/identity indicating pre-sterilized primary packing materials from the manufacturer/supplier. (In case of Sterile Primary Packing Materiel) | | | |
| 14. | Satellite sample received with new consignment from the manufacturer/ supplier (In case of Sterile Primary Packing Materiel). | | | |



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| S.No. | To Check | Yes | No | Remarks |
|-------|-----------------------------------|---------------|----|---------|
| | Quantity – As per Party’s Challan | g/Kg/No./Mtr. | | |
| | Quantity – Received | g/Kg/No/Mtr. | | |
| | Quantity - Accepted | g/Kg/No./Mtr. | | |

Remark: _____

| S.No. | Batch No./Lot No. | No. of Packs | Gross Wt. | Tare Wt. | Net Wt. (B kg) | Qty. in Nos. (B/A) x1000 |
|-------|-------------------|--------------|-----------|----------|----------------|--------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| 16. | | | | | | |
| 17. | | | | | | |
| 18. | | | | | | |
| 19. | | | | | | |
| 20. | | | | | | |

Wt. of 300 Cartons/Caps/bottles/labels/leaflets/shrink polybags

Average weight (A) = ----- = ----- (g)

300

TOTAL - _____ g/Kg/No./Mtr.



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Condition of the Packing (Packs): _____.

PM Qty. check 100 % (Foil, PVC, PVDC & Granules more than 10 $\sqrt{N+1}$, else all.

Received By (Warehouse)
Sign & Date (Officer)

Checked By (Warehouse)
Sign & Date (Officer / Executive)

Comments of Quality Assurance (If discrepancy Observed): _____

(Quality Assurance)
Date: