



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Receipt/ Issuance/ Handling of Tertiary Packing Materials	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for receipt/ issuance/ handling of tertiary packing materials in Block.

2.0 SCOPE:

This SOP is applicable for receipt/ issuance/ handling of tertiary Packing Materials.

3.0 RESPONSIBILITY:

Officer/ Executive –Warehouse

4.0 ACCOUNTABILITY:

Head –Warehouse

5.0 ABBREVIATIONS:

Ltd Limited
Pvt Private
QA Quality Assurance
SOP Standard Operating Procedure
WH Warehouse

6.0 PROCEDURE:

6.1 RECEIPT:

- 6.1.1 All tertiary packing material shall be reconcile & kept in common General store.
- 6.1.2 After receipt of consignment, Officer/Executive warehouse shall check the tertiary packing materials.
- 6.1.3 Officer/ Executive warehouse shall check the vehicle physically for cleanliness.
- 6.1.4 Officer/Executive warehouse shall check the consignment against invoice/challan and unload the packing materials on pallets batch wise/lot wise.
- 6.1.5 Officer/Executive warehouse shall check the quantity of packing materials received against challan / invoice.
- 6.1.6 If the received packing material is found damaged, inform to QA and follow the directions of QA.
- 6.1.7 In case of any deviation inform to Head warehouse and Head QA.
- 6.1.8 Officer /Executive warehouse shall check the received consignment.
- 6.1.9 Officer/Executive warehouse shall check the quantity of packing materials received against Challan / invoice.



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6.2 ISSUEANCE:

- 6.2.1 As per required quantity branch transfer shall be done.
- 6.2.2 Required quantity for block shall be dispensed in presence of store/IPQA/ production personal in general common store.
- 6.2.3 Quantity shall be checked and verified against the issuance packing slip and sent to other block in presence of authorized person.
- 6.2.4 In block re-verified the quantity against the packing material slip.
- 6.2.5 Quantity shall be transfer to production packing area via material lift.

6.3 HANDLING OF INCOMING TERTIARY PACKING MATERIALS:

- 6.3.1 Quarantine Area/Under test/approved /rejected shell be material kept at common general store for tertiary packing material.
- 6.3.2 Issuance quantity shall be reconciled and unused quantity shall be transfer to general common store M.R.N.

7.0 ANNEXURES:

Not Applicable.

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.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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