



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Receipt, Storage, Issuance, and Handling of Solvent/ Liquid Raw Material in Warehouse	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for the receipt, storage, issuance, handling of Solvent/ liquid raw material in warehouse.

2.0 SCOPE:

This SOP is applicable for the receipt, storage, issuance, handling of Solvent/liquid Raw Materials in Warehouse.

3.0 RESPONSIBILITY:

Operating Person – Warehouse.

4.0 ACCOUNTABILITY:

Head – Warehouse.

5.0 ABBREVIATIONS:

API	Active Pharmaceutical Ingredient
COA	Certificate of analysis
GRN	Goods Receive Note
Ltd	Limited
Pvt	Private
PPIC	Production Planning and Inventory Control
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure
SAP	System Application and Products in Data Processing
WH	Warehouse

6.0 PROCEDURE:

6.1 Receipt:

6.1.1 Solvent/Liquid material shall be received as per the SOP “Receipt of Raw Materials in Warehouse”

6.2 Cleaning:

6.2.1 Officer/Executive warehouse shall clean the containers with dry clean cloth.

6.2.2 Officer/Executive warehouse shall operate the De-dusting conveyor tunnel as per SOP, Title- “Operation and Cleaning of De-dusting Conveyor Tunnel” and receipt the cleaned & de-dusted Solvent/ liquid raw materials which are <100 kg.



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6.2.3 Officer/Executive warehouse shall clean the Liquid/Solvent having drum size ≥ 100 Kg with dry clean cloth and record the cleaning details in **Annexure – I (Cleaning of Liquid/Solvent drums)**

6.3 Storage of Solvent/Liquid Raw Materials:

6.3.1 After receipt, Officer/Executive warehouse shall shift the Solvent/ liquid raw material containers to Quarantine Area, the Solvent/ liquid raw material having below 100 kg or easy to access through de-dusting tunnel shall be shift to quarantine area of respective block & container having weight more than 100 kg shall be shift to Solvent/ liquid Quarantine area of solvent// liquid yard.

6.3.2 Quarantine, under test, approved labels shall be maintained at solvent/liquid yard area for the container size more than 100 kg or difficult to access through de-dusting tunnel. Containers having less than 100 kg and easy to access through de-dusting tunnel shall be labeled and kept at respective block quarantine area.

6.3.3 For containers having weight more than 100 kg shall be store in the warehouse of G-Block/ Solvent/ liquid yard and approved material shall be transferred into the respective warehouse as per requirement. Refer Annexure-II for the “**List of Solvent/ Liquid Raw Materials Storage / Transferred From G-Block to Q-Block/ I-Block/ L-Block**”.

6.4 Sampling & Dispensing of Solvent/ Liquid Raw Material:

6.4.1 Container having less than 100 kg material and easy to access through de-dusting tunnel shall be sampled as per sampling procedure in respective block Solvent/Liquid dispensing booth.

6.4.2 Container of more than 100 kg material and difficult to access through de-dusting tunnel shall be sampled as per sampling procedure in G block solvent/Liquid sampling cum dispensing booth.

6.4.3 After sampling, big containers transferred to the Solvent/liquid yard quarantine area for storage.

6.4.4 All dispensing of liquid material or solvent shall be done at designated area of respective block.

6.4.5 As per dispensing plan liquid material or solvent which are directly transfer to block store are received at respective block receiving bay.

6.4.6 Before entry into the lift Solvent/ liquid material container shall be dry mopping and check visually clean and transfer to Solvent/liquid day store.

6.4.7 In Q-Block, Solvent/ Liquid once receipt in the area, same shall not be return/ transfer to G Block Solvent/ Liquid yard.



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6.4.8 when Solvent/Liquid material are transfer through lift to approved area Solvent/liquid day store unused remaining quantity after dispensing shall be kept in approved raw material storage area till consumption and loose card shall be maintain.

6.4.9 Smaller size container or which are passing through de-dusting tunnel shall be kept at raw material storage area and follow the standard procedure as per approve material flow.

6.4.10 Officer/Executive warehouse shall place the Solvent/liquid raw materials on racks/pallets batch wise/lot wise, in case of small quantity material can be kept on one pellet segregated with separator.

6.4.11 Officer/Executive warehouse shall keep the damaged containers separate.

6.4.12 If the special storage condition is required for the Solvent/ liquid raw materials, it must be stored at required storage condition.

6.5 Issuance and Handling of Solvent/ Liquid Raw Materials:

6.5.1 When production person intimate for dispensing, the Solvent/ liquid raw material above 100 kg shift by drum loader stacker and through lift to approved store.

6.5.2 Then dispensing of Solvent/ liquid raw material shall perform as per SOP "Dispensing of Raw Materials to Production Area".

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure - I	Cleaning of Solvent/Liquid Drums	
Annexure - II	List of Solvent/ Liquid Raw Materials Storage /Transferred From G-Block to Q-Block	

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:

- Schedule M of the Drugs & Cosmetics Act 1940



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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

