



STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Spillage of Material	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Spillage of Material.

2.0 SCOPE:

This SOP is applicable to Spillage of Material at Raw Material Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive Warehouse

4.0 ACCOUNTABILITY:

Head Warehouse and QA

5.0 ABBREVIATIONS:

ETP	Effluent Treatment Plant
FIFO	First In First Out
FEFO	First Expiry and First Out
LTD.	Limited
PVT.	Private
MSDS	Material safety Data Sheet
QA	Quality Assurance
SAP	System Application for Product Data Processing
SOP	Standard Operating Procedure
WH	Warehouse

6.0 PROCEDURE:

6.1 FOR SOLID MATERIALS:

- 6.1.1** If any spillage/breakage is occurred, store person shall segregate or shift other surrounding materials to avoid contamination.
- 6.1.2** Store person shall intimate to QA department about the incident, and handled through incident format.
- 6.1.3** With the help of nylon broom and flapper spilled material shall be collected by taking sufficient safety precaution before cleaning the area, always wear surgical hand gloves, mouth mask and goggles.
- 6.1.4** Spilled material shall collect in poly bag and dilute with sufficient purified water to made slurry and send to ETP for destruction.

6.2 FOR SOLVENTS AND CHEMICALS:

- 6.2.1** In case of spillage or leakage of solvent and chemical, immediately open the windows and doors (if possible) for proper ventilation.



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- 6.2.2 Store person shall restrict the area for minimum man movement.
- 6.2.3 In case of spillage of poisonous and hazardous chemicals take precaution as mentioned on MSDS.
- 6.2.4 With the help of flapper/ spillage kit spilled liquid material shall be collected by taking sufficient safety precaution before cleaning the area, always wear surgical hand gloves, mouth mask and goggles.
- 6.2.5 Mop and clean the floor with disinfectant on schedule.
- 6.2.6 Repeat the above same procedure till sufficient traces of spillage material is visibly free.
- 6.2.7 Finally Warehouse person material checked Physical and SAP stock **and** QA person verify the stock with SAP.
- 6.2.8 Warehouse person record the material Loss detail as per **Annexure-I**, Titled **“Reconciliation of Raw/Packing Material”** in SOP and send to Head QA.
- 6.2.9 After QA Head approval warehouse person with the help of IT department adjust the stock according to Physical stock in SAP.

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:

In-House.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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