



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Transfer and Receipt of Dispensed Raw and Packing Material from Warehouse	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Transfer & Receipt of Dispensed Raw and Packing Material from Warehouse.

2.0 SCOPE:

This SOP is applicable for Transfer & Receipt of Dispensed Raw and Packing Material from Warehouse to Ointment section.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

AR No	Analytical Report Number
BMR	Batch Manufacturing Record
BPR	Batch Packing Record
No.	Number
RM	Raw Material
PM	Packing Material
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 RAW MATERIAL :

6.1.1 Production person shall check and verify the dispensed Raw material container in warehouse before its transfer to R.M. Day store of Production area.

6.1.2 Production person shall physically observe the raw material container for its intactness and cleanliness.

6.1.3 Check & ensure that each container has its own identity label along with “**Raw Material Dispensing Label**”.

6.1.4 Clean the outside surface of containers with 70% IPA solution and keep it inside the cage/ss trolley provided in R.M. Day store of production area.

6.1.5 Open the pass box cabinet from outside and put the Raw material in to Pass-box from the cage/ss trolley and transfer it into manufacturing area.

6.1.6 Unload the containers from the cage/ss trolley in respective manufacturing area.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Transfer and Receipt of Dispensed Raw and Packing Material from Warehouse	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.1.7 Verify that dispensed material quantity is as per Material Requisition Slip & BMR.

6.1.8 Verify the AR. No. mentioned on issue slip with mentioned on the dispensed item.

6.1.9 Check the weight of each container and record its gross weight at specified column in BMR.

6.2 PACKING MATERIAL – PRIMARY AND SECONDARY MATERIAL:

6.2.1 Check the Packing Material Boxes / Bundles (Bottles, Tubes, Aluminum Seals, Labels, Cartons, Shippers, and Leaflet etc.) and verify with Packing Material Requisition Slip.

6.2.2 Ensure that each box / bundle has identity label and approved label.

6.2.3 Verify all primary and secondary material with Material Requisition Slip & BPR for its quantity and A.R.No.

6.2.4 Verify the A.R. No. mentioned on issue slip on with material requisition cum issue slip.

6.2.5 Transfer the all primary and secondary Packing Material in P.M. day store and affixed status label on each container.

6.2.6 Transfer all the over printable packaging material to the Coding Area.

6.2.7 Store the coded packing materials separately or under lock and key condition.

6.2.8 Bring all the Packing Materials at user area at the time of use for further packing operation.

7.0 ANNEXURES:

Not Applicable

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance Department
- Controlled Copy No. 02 Production Department
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Transfer and Receipt of Dispensed Raw and Packing Material from Warehouse	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		