



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Working Instructions for Oral Solid Dosage Section Warehouse	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure about working instructions for OSD Section Warehouse.

2.0 SCOPE:

This SOP is applicable about working instructions for OSD section Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

GRN	Good Receive Note
Ltd	Limited
SOP	Standard Operating Procedure
SAP	System Application and Products in Data Processing
WH	Warehouse

6.0 PROCEDURE:

- 6.1 Concern Department shall prepare Material Requisition in SAP and take the print.
- 6.2 Concerned Department In-charge shall approve the Material Requisition and send to OSD section Warehouse.
- 6.3 Officer / Executive General Warehouse shall debit in SAP and physically issue the materials to Concern Department.
- 6.4 If the materials are not available in stock, Officer / Executive Warehouse shall prepare the Purchase Requisition in SAP.
- 6.5 Purchase requisition shall be checked by head of concerned department and approved by the Director.
- 6.6 After approval of requisition, Officer / Executive Administration shall send the requisition to Purchase Department.
- 6.7 Officer / Executive Warehouse shall receive the materials from receiving bay in Warehouse, check the material as per docket and enter the details in Inward Record Register.
- 6.8 Officer / Executive Warehouse shall prepare GRN in SAP and send to the Concerned Department for approval.



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6.9 After approval, Officer / Executive Warehouse shall issue the materials to Concerned Department as per material requisition.

6.10 New material shall be issued after receiving of old materials if the material is replaceable.

7.0 ANNEXURES:
Not Applicable

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