



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Transfer and Receipt of Dispensed Raw and Packing Material from Warehouse to Oral Liquid Section

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	1 of 3	

1.0 OBJECTIVE:

To lay down a procedure for transfer and receipt of dispensed raw and packing material from Warehouse to Oral Liquid Section.

2.0 SCOPE:

This SOP is applicable procedure for transfer & receipt of dispensed raw and packing material from Warehouse to Oral Liquid Section.

3.0 RESPONSIBILITY:

Officer / Executive - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

AR No.	Analytical Report Number
BMR	Batch Manufacturing Record
QA	Quality Assurance
QC	Quality Control
No.	Number
IPA	Isopropyl Alcohol
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 RAW MATERIAL:

6.1.1 After receipt of information from production Officer/Executive warehouse shall plan the dispensing activity for Oral liquid batch material in General Block dispensing area as per approved batch manufacturing procedure and existing SOP "**Dispensing of Raw Materials to Production**".

6.1.2 After completion of dispensing activity, the batch material shall be kept in closed SS cleaned container and then wrapped the container with stretchable poly-bag, and label the container with proper status labeling.

6.1.3 Then Ware house person shall inform to the concerned production person for receiving the batch material.

6.1.4 Production person shall verify the dispensed material for its intactness, cleanliness, proper labeling and total number of dispensed batch material against batch manufacturing record.



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		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	2 of 3	

6.1.5 Production person shall transferred the dispensed material into the SS cage trolley and then cage trolley shall be transferred from General block to Oral liquid in lock and key condition through the lift available in oral liquid.

6.1.6 Production person shall unload the SS container from the cage trolley and de-dust with dry lint free cloth (if any dust particle observed), then SS container shall be transferred in to the dispensed RM material day store through the Dynamic pass box.

6.1.7 Production person shall Opened the SS container and verify each material against the material requisition slip and BMR for product name, Batch No. A.R No. and correct weight of the material etc.

6.2 PACKING MATERIAL – PRIMARY AND SECONDARY MATERIAL:

6.2.1 Dispensing of Primary and secondary packing material shall be done in General block dispensing booth as per respective Standard operating procedure. SOP “**Dispensing of Packaging Materials**”.

6.2.2 After completion of dispensing activity, the batch material shall be kept in closed SS cage trolley with proper labeling in lock and key.

6.2.3 Then Warehouse person shall inform to the concerned production person for receiving the batch material.

6.2.4 Production person shall Check the Packing Material Boxes / Bundles (Bottles, Labels, Cartons, Shippers, and Leaflet etc.) packed in double poly-bag with proper labelled and verify with Packing Material Requisition Slip. After verification material shall be transferred to the oral liquid block via lift available.

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

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

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

6.2.8 Unload all primary and secondary Packing Material in P.M. day store and kept on pellet separately with stretchable wrapping (primary & Secondary Packing material) and affixed status label on each pellet.

6.2.9 Primary packing material shall be transfer to the bottle de-cartoning area as per requirement through the pass box.

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



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		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	3 of 3	

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

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

6.3 CLEANING OF SS CONTAINER AND SS CAGE TROLLEY:

6.3.1 After unload the dispensed material from SS container, the container shall be affixed labelled as "TO BE CLEANED" and transferred to the washing area in wrapped condition with stretchable film/LDPE poly-bag for cleaning.

6.3.2 SS container shall be cleaned as per existing accessories cleaning SOP "Procedure for cleaning of containers and utensils" And labelled as "CLEANED" and cleaning activity shall be recorded in the respective format, and then transferred the cleaned container to cleaned equipment hold area in wrapped condition.

6.3.3 The SS cage trolley and its wheel shall be mopped with dry cleaned cloth.

6.3.4 For loading of dispensed RM material, Cleaned SS cage trolley shall be transferred from Oral liquid block to General Block at the time of dispensing plan.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

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

9.0 REFERENCES:

- SOP.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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