



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

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

2.0 SCOPE:

This SOP is applicable Procedure for Transfer and Receipt of Dispensed Raw and Packing Material from Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

AR No.	Analytical Report Number
BMR	Batch Manufacturing Record
IPA	Isopropyl Alcohol
I.V.	Intravenous
Ltd.	Limited
NA	Not Applicable
No.	Number
PVT	private
QA	Quality Assurance
QC	Quality Control
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 I.V. Fluid batch material in L-block 4th floor dispensing area as per approved batch manufacturing records and existing "Dispensing of Raw Materials to Production in LVP Section".

6.1.2 After completion of dispensing activity, the batch material shall be kept in clean SS container and label the container with proper status labeling & QC approved tag.

6.1.3 Then Ware house person shall inform to the concerned production person for transferring the batch material from dispensing area to actual site (Production).

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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- 6.1.5** Production person shall transfer the dispensed material from 4TH floor to 3rd floor by lift.
- 6.1.6** Production person shall unload SS container in to day store room & de-dust with dry lint free cloth (if any dust particle observed).
- 6.1.7** Production person shall verify each material against the material requisition slip and BMR for product name, Batch No. A.R No. and Dispensed quantity of the material etc. in raw material day store.
- 6.1.8** From day store SS container shall be transferred in to the manufacturing area through the Dynamic pass box.

6.2 PACKING MATERIAL – PRIMARY AND SECONDARY MATERIAL:

- 6.2.1** Dispensing of Primary and secondary packing material shall be done on 1st & 4th floor of L-Block dispensing booth as per respective Standard operating procedure “Dispensing of Packaging Materials”.
- 6.2.2** After completion of dispensing activity, the Dispensed packing material shall be kept in SS container crates with proper labeling & QC approved tag.
- 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.) and verify with Packing Material Requisition Slip. After verification material shall be transferred to the 3rd floor of L-block via lift.
- 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 with material requisition slip.
- 6.2.8** Unload all primary and secondary Packing Material from lift & kept on pallet separately (primary & Secondary Packing material) and affixed status label on each pallet.
- 6.2.9** Transfer all the packaging material to the Packing area.
- 6.2.10** Store the coded packing materials separately or under lock and key condition.



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6.2.11 After proper line clearance for packing activity, transfer the dispensed packing material to respective packing area.

6.3 CLEANING OF SS CONTAINER:

6.3.1 After unload the dispensed material from the SS. container, the container shall be affixed labeled as "TO BE CLEANED" and start the cleaning activity.

6.3.2 SS Container shall be cleaned as per existing accessories cleaning SOP "Procedure for cleaning of containers and utensils" And labeled as "CLEAND" and cleaning activity shall be recorded in the respective format.

6.3.3 The SS trolley shall be mopped with cleaned mop soaked with IPA 70%.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

- Controlled Copy No.1 Quality Assurance
- Controlled Copy No.2 Production
- 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	Prepared By