



**PHARMA DEVILS**

## SOP FOR CONSUMPTION MEMO

SOP No.:

### 1.0 OBJECTIVE:

To lay down the procedure for issue of additionally required material for a batch to production, in addition to issued materials on the works order.

### 2.0 SCOPE:

The SOP covers activity related to issue of additional raw & packaging material for the batch, which is under process.

### 3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP.

### 4.0 PROCEDURE:

4.1 Consumption Memo is the document used by production department to take additional material for the batch in addition to the qty. issued through work order.

4.2 Production department shall send consumption memo with justification duly approved from Production Head or their nominee and QA Head or their nominee.

4.3 Store executive shall check the Consumption Memo for the following details:

4.3.1 Product name

4.3.2 Batch number

4.3.3 Materials required with code numbers

4.3.4 Quantity required

4.3.5 Date

4.3.6 Signature of Department Head and Q.A.

4.4 Check the code of the material which are to be issued with the code no. mentioned on consumption memo.

4.5 Dispense the required quantity as per SOP for raw material & packaging materials.

4.6 Fill the document for correct A.R. no., Quantity & no. Of bundles.

4.7 Affix "dispensed" labels on dispensing container of the materials.

### 5.0 SAFETY AND PRECAUTIONS;

Not applicable



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### 6.0 REVISION HISTORY

Revision No	Reason for revision	Superseded from and date
00	New SOP	

### 7.0 REFERENCES:

### 8.0 ABBREVIATIONS:

Q.A. : Quality Assurance  
A.R. No.: Analytical Reference Number  
SOP : Standard operating procedure  
RM : Raw Material  
PM : Packaging Material

### 9.0 ANNEXURE:

Not applicable