



PHARMA DEVILS

SOP FOR DISPENSING AND DELIVERY OF GRANULES

SOP No.:

1.0 OBJECTIVE:

To lay down the procedure for dispensing and delivery of packing Material.

2.0 SCOPE:

This SOP is applicable for Dispensing and delivery of Packing Material.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP.

4.0 PROCEDURE:

- 4.1 Production Executive shall submit the Packaging work Order (B.F.R.) for any particular batch or batches of a product duly filled and signed to Executive stores for issuance of approved granules.
- 4.2 After receipt of Packaging work Order of a batch or batches of the same product, the Executive stores shall make entries in Packaging Material Stock Register as per First In/ First Out basis.
- 4.3 While dispensing of the granules, Store, Production and QA Executives shall check each for the following:-
 - 4.3.1 Name and description of the material shall be verified as per Packing work order.
 - 4.3.2 Physical state of the granule bag from which packaging material is to be issued. If the bag is torn or dirty, the bag shall be kept separate for redressing or cleaning and other clean bag shall be dispensed.
 - 4.3.3 A.R. No. should appear for identification on the bags/rack.
 - 4.3.4 Specifications or Item Code shall be mentioned on the dispensing tag and it should be compared with the consignment card.
 - 4.3.5 Product Name shall appear on the dispensing tag.
 - 4.3.6 Batch No.
 - 4.3.7 Quantity/Gross Wt./Tare Wt./Net Wt.
- 4.4 Stores Executive shall affix duly filled and signed "Dispensing Tag" on the issued lots of Granule bags as per SOP.
- 4.5 Granules shall be dispensed only in standard packing even if the quantity to be dispensed is less than the standard packing.
- 4.6 Granules shall be dispensed in white marking area of Granules store in standard packing it shall be recorded in Packaging Material Issuance Record
- 4.7 Precaution shall be taken that supplier unique code is duly checked before dispensing.
- 4.8 After checking weight of granules, "Dispensing Tag" shall be affixed on the entire lot of granule bags. It shall be counter checked by the Production Executive and QA Executive and signed by all three executives in 'received by column'.
- 4.9 Dispensed granules shall be transferred on SS Pallets by using Hydraulic pallet hand truck to the granules section in Production area.



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5.0 REVISION HISTORY:

Revision No	Reason for revision	Superseded from and date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

6.0 REFERENCES:

Not applicable

7.0 ABBREVIATIONS:

SOP: Standard operating procedure

PM: Packing Material

PPM: Primary packaging material store

SS: Stainless Steel

8.0 ANNEXURE

Annexure I: Dispensing Log Book

Annexure II: Dispensing Label



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**Annexure- II
Dispensing Label**

Item : _____

Item Code : _____ Gross Wt.: _____

A.R. No : _____ Tare Wt. : _____

Net Wt. : _____

Product Name : _____

Batch No : _____

Dispensed By : _____ Date : _____

Checked By : _____ Date : _____