



**PHARMA DEVILS**

**SOP FOR PROCEDURE FOR GATE PASS**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down procedure for gate pass in store department

**2.0 SCOPE:**

This procedure shall be applicable for RM/PM/Engineering/FG and Chemicals.

**3.0 RESPONSIBILITY:**

Store Executive and Security Officer are responsible for implementation of SOP.

**4.0 PROCEDURE:**

**4.1 RGP material handling procedure:**

- 4.1.1 Material shall not be moved out from plant without a gate pass duly authorised.
- 4.1.2 Returnable gate pass (RGP) shall be prepared by the executive from the concerned department.
- 4.1.3 RGP gate pass shall be sent to executive stores for verification and authorisation.
- 4.1.4 RGP shall be prepared as per the request by the user department.
- 4.1.5 User department sends the RGP request filled format duly signed to warehouse.
- 4.1.6 RGP gate pass is made for job work or returnable sample.
- 4.1.7 As per requested by user department gate pass is prepared & send to plant head for approval
- 4.1.8 After approval two gate pass copies hand over to user department or carrier.
- 4.1.9 Security officer shall make entry of gate pass in “ Returnable material register”
- 4.1.10 Security officer shall put security Stamp “ OUT “ on both copies having detail: Date, time & signature.
- 4.1.11 Security shall check & verify the material for quantity & package as per the RGP
- 4.1.12 Security guard shall checks the security stamp & open the gate to take out the material.

**4.2 RGP material Incoming procedure**

- 4.2.1 On receipt at main gate, security shall verify the original RGP copy.
- 4.2.2 Security shall enter the challan/bill in the returnable material register.
- 4.2.3 Security officer shall Stamp “ IN “ on job work bill or challan.
- 4.2.4 Send the material to warehouse & store Incharge will make necessary entry in RGP record.
- 4.2.5 Store shall verify for receipt of correct material.



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4.2.6 Warehouse personnel shall inform to user department.

**4.3 NRGP Material handling procedure**

4.3.1 Material shall not be moved out from plant without gate pass.

4.3.2 NRGP shall be prepared by warehouse personnel

4.3.3 Non returnable gate pass shall be made for rejected material, scrap & non returnable samples

4.3.4 As per NRGP format (annex.) is prepared & send to plant head for approval

4.3.5 After authorizing, two gate pass copies hand over to transporter or supplier.

4.3.6 Proceed to main gate

4.3.7 Security shall check & verify the material quantity & package as per the NRGP.

4.3.8 Security officer shall make entry of NRGP in “ Material out ward register”.

4.3.9 Security officer shall put security Stamp “ OUT “ on both copies having detail, Date, time & signature.

4.3.10 Security guard shall check the security stamp & open the gate to take out the material.

**5.0 SAFETY AND PRECAUTION:**

5.1 List of the authorized signatory should have at security gate & warehouse record with specimen signature.

**6.0 REVISION HISTORY:**

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

**7.0 REFERENCES:**

Not applicable

**8.0 ABBREVIATIONS:**

SOP : Standard operating procedure

RGP : Returnable Gate Pass

NRGP : Non Returnable Gate Pass.

PM : Packing Material

RM : Raw Material

FG : Finished Good



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**9.0 ANNEXURE**

- Annexure-I** : RGP Request
- Annexure-II** : Returnable Gate Pass
- Annexure-III** : Non-Returnable Gate Pass
- Annexure-IV** : Returnable Goods Register



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**ANNEXURE I**

	<b>Material gate pass Request</b>	MGPR No.
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From: Department \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

To: Warehouse Department.

Please arrange to make gate pass on Returnable / Non Returnable basis as per details given blow: -

Particulars		
Party Name & Address		
Sent through Mr. /Ms.		
Mode of Transport.		
Purpose /Reason		
Sr. No	Description of Goods	Qty

Requisitioned By: \_\_\_\_\_ Department Head. \_\_\_\_\_



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**ANNEXURE II**

	<b>RETURNABLE GATE PASS</b>	RGP No..... DATE..... RGP Request No.....
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Allow Mr/Ms..... of M/S ..... of take out the following goods through by (mode of transport)..... to .....for (reason) .....Goods to be returned / otherwise accounted for .....By Mr/Ms..... Deptt. By..... date .....

Sr. No	Description of goods	Unit	Qty.	Party TIN /CST No..... ..... Date..... Our CST / TIN No 3433 dt 08.03.2024 Total No of Pkt. .... Permitted out the above goods after checking Verification at ..... hrs. on..... ..... By Mr.....

(Signature Security Officer)

\_\_\_\_\_  
Warehouse-in charge

\_\_\_\_\_  
Received by (sign. Name & Date)

\_\_\_\_\_  
Authorised Signatory



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**ANNEXURE III**

	<b>NON-RETURNABLE GATE PASS</b>	NRGP No..... DATE..... NRGP request No.....
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Allow Mr/Ms..... of M/s ..... to take out the following goods through by(mode of tpt.)vehicle No..... to .....  
 ....for (reason) .....the value having been received /billed vide bill No/challan No..... Dated.....date  
 .....

Excise gate Pass No.(If applicable)..... Dt..... Total Wt.....

S.No.	Description of goods	Unit	Qty.

Party TIN /CST No.....  
 ..... Date.....

Our CST / TIN No  
 8987 Dt.09.08.2024  
 Total No of Pkt. ....  
 Material received vide GRN No.....  
 .....Dt.....  
 Gate Entry No.....  
 Date.....

\_\_\_\_\_  
Warehouse-in charge

\_\_\_\_\_  
Received by (sign. Name & Date)

\_\_\_\_\_  
Authorised Signatory

