



PHARMA DEVILS

SOP FOR OPENING AND CLOSING OF WAREHOUSE

SOP No.:

1.0 OBJECTIVE:

To lay down procedure for opening and closing of stores.

2.0 SCOPE:

This procedure applied in RM/PM & FG stores.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP of opening and closing

4.0 PROCEDURE:

4.1 Opening of stores

- 4.1.1 Collect the keys from key box kept with the security
- 4.1.2 Enter duly in the key register kept at the security gate.
- 4.1.3 Proceed to the change room.
- 4.1.4 Wear the factory uniform as per gowning SOP no PR/079/00.
- 4.1.5 Proceed to open the stores.
- 4.1.6 Ensure that the lock has an intact seal before opening. In case of tampered/broken seal, do not open the lock and inform to the personnel manager and plant head.
- 4.1.7 Keep the keys in the key box at warehouse.

4.2 Closing of stores

- 4.2.1 Ensure that all the lights & equipments are switched off.
- 4.2.2 Ensure that all the workman have left the stores
- 4.2.3 Lock the stores and seal them
- 4.2.4 Go to the change room and degown as per SOP.
- 4.2.5 Deposit the keys at the security gate and make the entry in the key register kept at security gate

5.0 SAFETY AND PRECAUTIONS:

- 5.1 In presence of authorized personnel stores must be opened & closed
- 5.2 Visual inspection should be done after opening the stores that all the glass windows are ok
- 5.3 Stores should be locked if no body is present.



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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Revision No	Reason for revision	Superseded from and date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

RM : Raw Material

PM : Packaging Material

FG : Finished Goods

9.0 ANNEXURE:

Not Applicable