



PHARMA DEVILS

SOP FOR RECEIPT, STORAGE AND DISPATCH OF FINISHED PRODUCTS

SOP No.:

1.0 OBJECTIVE

To lay down the procedure for receipt, storage & dispatch of finished products.

3.0 SCOPE

This SOP is applicable in finished goods Store

3.0 RESPONSIBILITY:

Store Executive is responsible for implementing the SOP.

4.0 PROCEDURE:

4.0.1 Production Dept. on the ready finished goods shall affix the transfer ticket.

4.0.2 FG executive shall receive finished goods in the quarantine area and it will be shifted to under test area of the warehouse.

4.0.3 QC department shall affix "Approved" stickers of the corresponding batch of goods on completion of the testing and release of the material.

4.0.4 All packed goods shall be counted and compared with transfer sheet received from production department.

4.0.5 The loose boxes shall be checked and marked with red tape and shall be kept on the top stacking layer of the corresponding batch stock.

4.0.6 Relevant entries shall be made in "Daily Stock Register".

4.0.7 The goods shall be transferred to approved area of FG store after QC affix "Released/Approved" sticker.

4.0.8 Product shall be stored in the FG store after batch wise and product wise segregation.

4.0.9 Any discrepancy shall be reported to Manager –Commercial, Plant Head and Production Manager.

4.1 STORAGE OF FG:

4.1.1 All the boxes shall be placed and stored on pallets as per arrow marking upside down.

4.1.2 The goods shall be stored batch wise and product wise.

4.1.3 The storage of goods shall be done in such a way that FIFO can be followed.

4.1.4 All the boxes shall be kept not more than 5 carton stacking height or up to 5 feet height minimum. The stacking height shall not go beyond the FG rack heights.



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4.1.5 Physical verification shall be done on closing of the month and details shall be recorded in the stock ledgers. Variation in stocks shall be informed to Manager –Commercial and Plant Head immediately.

4.1.6 Stock verification reports shall be sent to Accounts Department before 7th of every month.

4.2 DOMESTIC DESPATCH:

4.2.1 Dispatch advice shall be received from the Supply Chain department.

4.2.2 Arrange the vehicle in coordination with the transporter. Good condition and cleanliness of vehicle shall be ensured by checking the vehicle before loading.

4.2.3 The labour shall be arranged for loading before arrival of transport of vehicle.

4.2.4 The boxes shall be handled carefully while loading to avoid breakage.

4.2.5 The Excise invoice shall be generated in 5 copies.

4.2.6 The goods shall be loaded and stacked properly in side the vehicle.

4.2.7 Duplicate copies of excise invoice shall be given to the truck driver

4.2.8 One photocopy of dispatch advice shall be given to the security person for checking and comparison of dispatch load.

4.2.9 4th and 5th of invoice are given to Accounts Deptt.

4.2.10 Make the relevant entries in the stocks register on the basis of retained triplicate copy and packing list and dispatch advice.

4.3 EXPORT DESPATCHES:

4.3.1 The procedure shall be followed similarly from 5.2.1 to 5.2.6

4.3.2 QC shall be informed of the quantities as per dispatch advice from the supply chain department and shall be asked to inspect the quantities and approve.

4.3.3 On receipt of approval from QC, packing list shall be prepared on the basis of dispatch advice by marketing department.

4.3.4 Shipping marks such as consignee labels shall be pasted on the cartons if mentioned in the dispatch advice or any verbal communication by Manager Commercial or Plant Head.

4.3.5 Export invoice & form in 5 copies shall be prepared.

4.3.6 Original and duplicate copies of along with the duplicate Invoices shall be sent along with the lorry.

4.3.7 3rd copy of shall be submitted to excise office.



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4.3.8 Send 5th signed excise copy to the customer or retain in our files as record.

6.0 SAFETY AND PRECAUTIONS:

7.0 REVISION HISTORY:

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

8.0 REFERENCES:

9.0 ABBREVIATIONS AND ANNEXURES:

SOP: Standard Operating Procedure

QA: Quality Assurance

QC: Quality Control