



**PHARMA DEVILS**

**SOP FOR RECEIPT, IDENTIFICATION & STORAGE OF RAW  
MATERIAL & PACKAGING MATERIAL**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down the procedure for checking, recording and verifying the incoming raw and packing materials.

**2.0 SCOPE:**

This SOP shall be applicable on Raw & packing material being received in the stores.

**3.0 RESPONSIBILITY;**

Store Executive shall be responsible for the implementation of the SOP.

**4.0 PROCEDURE:**

4.1 Security personnel shall receive and make entries in Inward Register for incoming RM/PM material. Security personnel shall also put receipt stamp on the invoice / delivery challan and write gate entry serial number, date with signature on all the documents. The security personnel shall inform the store executive about receipt of material.

4.2 Security personnel shall come along with vehicle driver with all relevant receipt documents.

4.3 Documents shall be handed over through small pass box to stores personnel.

4.4 The RM/PM shall be allowed inside the premises and moved to unloading bay.

4.5 Enter the unloading bay for unloading of receipt material

4.6 Store executive shall inspect the RM/PM vehicle physically before unloading of material from vehicle and record the observation in " Physical inspection report" as per (Annexure-iv).

4.7 Store executive shall verify the following against the purchase order and delivery challan / invoice.

4.7.1 Name of material.

4.7.2 Quantity of material.

4.7.3 Delivery Location.

4.8 The material shall be unloaded from the vehicle under supervision of Store executive. The Store executive shall check each container's integrity in terms of physical appearance and following labels details:

4.8.1 Name of the material.

4.8.2 Batch no. / lot number.

4.8.3 Date of manufacturing, retest and expiry.

4.8.4 Name and address of manufacturer and / or suppliers.

4.8.5 Net weight and gross weight, where ever applicable.

4.8.6 Packaging condition of material in terms of identification and safety



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- 4.8.7 For caution / precaution regarding handling and storage conditions of the RM/PM.
- 4.9 In case of short receipt / damage or incomplete documents of material, a Discrepancy Note shall be generated by the store executive as per Annexure no. WH/002 of annexure no. 1 and it shall be intimated to Purchase Dept. & QA for further action.
- 4.10 Un-identified RM/PM / Open condition (Except printed packaging material, the same shall be returned back to the manufacturer/supplier, as per SOP.
- 4.11 In case of rejected printed packaging material, the procedure shall be followed up as per the SOP.
- 4.12 For damaged packages, a damage note remark shall be given on the LR copy of the transporter stating “Received Damaged cartons.....Received good condition container....nos”. A xerox copy of the document shall be sent to Purchase department for their actions such as settlement of claim or for intimation to the supplier for replacement.
- 4.13 The containers / material shall be shifted to the de-dusting area and will be stored on pallets. The entire material / containers shall be de-dusted. After de-dusting, the containers / material shall be shifted to Quarantine Area and consignment card shall be affixed as per Annexure.
- 4.14 Bulk liquids shall be stored separately but distantly from the other RM/PM.
- 4.15 Store the RM as per approved storage condition in “Quarantine area”
- 4.16 Store the PM in secondary packaging storage & maintain as per specified storage condition
- 4.17 The Store Executive shall enter the received material details in computer software to generate GRN & stock register.
- 4.18 Send the GRN copy to QC for sampling & testing.
- 4.19 After receipt of GRN by QC, sampling shall be carried out as per SOP.
- 4.20 For RM, Each package shall be labeled as “ Under Test”
- 4.21 For PM,  $\sqrt{n+1}$  container shall be affixed as “Under Test”
- 4.22 Keep the under test tagged material in “Quarantine area”
- 4.23 Store Executive shall take print out of the GRN in triplicate.
- 4.24 After receipt of approval of material from QC, send the one copy of GRN to accounts Department. And Stores dept. shall retain one copy for record purposes.
- 4.24 IDENTIFICATION & STORAGE OF RM/PM:**
- 4.24.1 Received raw and packaging materials shall be kept in Quarantine area with ‘UNDER TEST’ affixed label (Yellow coloured), which shall be duly filled and signed by QC Executive as per SOP.
- 4.24.2 After the approval of the raw and packaging material Quality Control Personnel shall label it with ”APPROVED” label affixed on top of UNDER TEST label so as to cover yellow portion of the label.



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4.24.3 The material shall be then shifted from Under test area to Approved area through pass box as per SOP and shall be stored on pallets/racks.

4.24.4 Precautions during storage of Raw Materials.

- Inflammable shall be stored separately on floor in the marked area.
- The liquid Raw Material shall be stored in lower most racks.
- Loose (non-intact) materials shall be kept separate and has to be labeled suitably.
- Materials shall be stored as per required storage conditions as per marking on the label or in house specifications.
- Cross the suppliers QC label.

4.24.5 Example of some conditions mentioned on the labels such as

- Keep away from direct sunlight and localized source of heat.
- Keep boxes in vertical position.
- Keep polybag sealed in closed boxes when not in use.

4.24.6 The rejected raw material and packaging materials shall be stored under lock and key in the REJECTED AREA as per SOP. All the rejected materials shall be labeled REJECTED and marked with the reason of rejection.

**5.0 SAFETY AND PRECAUTION:**

5.1 Keep different batches segregate and duly labeled.

**6.0 REVISION HISTORY:**

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

**7.0 REFERENCES:**

Sampling of Raw Material

Labeling Of RM/PM

Static Pass Box

Handling of Rejected material



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**8.0 ABBREVIATIONS:**

SOP : Standard operating procedure

G.R.N : Goods Receipt Note

Q.C : Quality Control

QA: : Quality Assurance

**9.0 ANNEXURE**

Annexure-I : Discrepancy Report

Annexure-II : Material Identification Tag

Annexure-III : Stock Register

Annexure- IV : Physical Verification Report



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**ANNEXURE-1**

**Discrepancy Report**

To  
M/S.....  
.....  
.....

Date:

Dear Sir,  
We have to report the following discrepancy with regard to the material supplied by you under challan /bill No .....  
Dated..... against our order No..... dated.....

Discrepancy Subject: - Shortage, Excess, damage & Incomplete Documents

S.No.	Code	Material Description	Qty. as per Challan	Qty. Received	Remarks

It is requested you to look into this matter and let us have your comments per return report. Please note that payment will be made after solving the issue.

Prepared By

Authorised By



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**ANNEXURE -II  
CONSIGNMENT DETAILS**

**WAREHOUSE:**

ITEM CODE: \_\_\_\_\_

NAME OF MATERIAL: \_\_\_\_\_

MANUFACTURER NAME: \_\_\_\_\_ BATCH No. \_\_\_\_\_

SUPPLIER NAME: \_\_\_\_\_ No. OF CONTS/PACKS. \_\_\_\_\_

GRN No. \_\_\_\_\_, RECEIPT DATE: \_\_\_\_\_

MFG. DATE: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

STATUS: \_\_\_\_\_ →

Signature: \_\_\_\_\_

TO BE SAMPLED





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**ANNEXURE-IV  
PHYSICAL VERIFICATION SHEET**

Date \_\_\_\_\_

Item Code \_\_\_\_\_ Item Description \_\_\_\_\_

Purchase Order No. \_\_\_\_\_ Qty. \_\_\_\_\_ Form 26A No. \_\_\_\_\_

Delivery Challan No / Date \_\_\_\_\_ Excise Invoice No. Date \_\_\_\_\_

Name of the Transporter \_\_\_\_\_ Lorry Receipt No. Date \_\_\_\_\_

Condition of the Vehicle \_\_\_\_\_ Condition of the Packaging \_\_\_\_\_

No. of Container \_\_\_\_\_ Qty. /Container \_\_\_\_\_ Total Qty. \_\_\_\_\_

Suppliers Name \_\_\_\_\_ COA Received: Yes / No

Manufactured by \_\_\_\_\_

Container No	Batch No	Manufacturing Date	Expiry Date	Gross Weight	Net Weight

GRN NO \_\_\_\_\_

Date \_\_\_\_\_

Checked & Received by