



**PHARMA DEVILS**

**SOP FOR RECEIPT, STORAGE & ISSUANCE OF GASES**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down the procedure for receipt, storage & issuance of gases.

**2.0 SCOPE:**

This SOP is applicable for receipt, storage & issue of gases.

**3.0 RESPONSIBILITY:**

Store Executive shall be responsible for implementing the SOP.

**4.0 PROCEDURE:**

**4.1 Receipt:**

4.1.1 Challan contains item name, cylinder number, name of the manufacturer, and purchase order number.

4.1.2 Ensure that name of the gas, Gross weight, Tare weight, Nett weight and date of the filling of the gas is written on the label of the cylinders.

4.1.3 Cylinder Colour coding shall be as under: -

4.1.3.1 Nitrogen-Body smoke grey & Black neck.

4.1.3.2 Helium-Body & neck in brown colour.

4.1.3.3 Zero air-Body & neck in grey colour.

4.1.3.4 Oxygen Cylinder-Body & neck in black colour.

4.1.3.5 Hydrogen-Body & neck in black colour.

4.1.4 Goods Received Note is prepared and sent to Quality Control Dept. for sampling, testing & approval.

4.1.5 Consignment label will be attached.

4.1.6 After sampling, Quality control will affix "Sampled" label.

4.1.7 On release, Quality control will affix approved label.

**4.2 Storage:**

4.2.1 All gases shall store in engineering store away from direct heat & sunlight.

4.2.2 Empty Cylinder will be kept separately & stores label will be **X** stride after emptying out each cylinder.

**4.3 Issuance:**

4.3.1 Only Quality control approved Nitrogen, Oxygen, Hydrogen, Zero air & Helium gas cylinders are issued to concerned department against issue slip.



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**5.0 SAFETY AND PRECAUTION:**

5.1 Cylinder should be handled using cylinder trolley.

**6.0 REVISION HISTORY:**

<b>Revision No.</b>	<b>Reason for Revision</b>	<b>Superseded from &amp; date</b>
00	New SOP	

**7.0 REFERENCES:**

Not applicable

**8.0 ABBREVIATIONS:**

SOP: Standard operating procedure

RM: Raw Material

Engg.: Engineering

**9.0 ANNEXURES:**

Not Applicable