



PHARMA DEVILS

**SOP FOR RECONCILIATION OF RM & PM**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down the procedure for verification of physical stock.

**2.0 SCOPE:**

This SOP is applicable to Reconcile material in RM/PM stores.

**3.0 RESPONSIBILITY:**

Store Executive

**4.0 PROCEDURE:**

4.1 Store executive takes print out of stock statement at every month.

4.2 After receiving stock statement of materials analytical number wise, store Incharge starts verifying stock of raw & packing materials.

4.3 Only transactional material shall be verified each month

4.4 In case of Excipients & Active pharmaceutical ingredients, all intact containers are counted and only the loose pack is weighed.

4.5 In case of packing materials, the numbers of boxes or bundles are counted and for loose pack the number of items per box/bundle are counted.

4.6 Mention physical stock on the "Physical Verification memo" Annexure. The difference of Stock in books and Actual Available Stock should be investigated as per Annexure and actual reason should be recorded on the remark of the Report.

4.7 Difference to the extent of  $\pm 1\%$  of consignment quantity can be carried forward and is adjusted at the end of the consignment. Difference exceeding  $\pm 1\%$  of the consignment quantity should be investigated and reconciled by Stores and Quality Assurance immediately

4.8 In case of packing material, the basis of calculation is based as under as under: -

Inner carton -0.25%, Spike cap- 0.5%, Leaflets- 0.5%, Corrugated boxes- 0.1%, printed labels- 0.1 & Granules- 0.25%.

4.9 In case of the bulk liquids, difference to the extent of  $\pm 3\%$  of the consignment .The quantity can be carried forward and adjusted at the end of the consignment. If the difference of bulk liquids/solvents exceeds  $\pm 3\%$  of the consignment the quantity should be investigated and reconciled by Stores and Quality Assurance immediately.

4.10 The Stock verification memo is raised, wherever necessary along with supporting / investigations.

4.11 Stock verification memo shall approved by Unit Head / Quality Assurance and is entered in (Marg) inventory software.

4.12 Keep the print of Physical Stock Taking Report in the respective files.



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### 5.0 SAFETY AND PRECAUTIONS:

Not Applicable

### 6.0 REVISION HISTORY:

| Revision No | Reason for revision | Superseded from and date |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

### 7.0 REFERENCES:

Not applicable

### 8.0 ABBREVIATIONS AND ANNEXURES:

SOP : Standard Operating Procedure

FIFO : First In First Out

QA: : Quality Assurance

RM : Raw Material

PM : Packaging Material

### 9.0 ANNEXURE

Annexure-I : Stock Verification Sheet

Annexure-II : Investigation Report



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**ANNEXURE I**

**Stock Verification Memo**

Date.....

Store Name: -

Stock verification period: - Monthly

| S.No | Code | Description | Re-test date | Book Balance | Physical Balance | Shortage | Excess | Remarks |
|------|------|-------------|--------------|--------------|------------------|----------|--------|---------|
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |
|      |      |             |              |              |                  |          |        |         |

Stores

Commercial Manager

Manager QA

Plant Head



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**ANNEXURE II**

**INVESTIGATION REPORT**

To :

From :

Material Name: \_\_\_\_\_

B. No.: \_\_\_\_\_

Subject: \_\_\_\_\_

Stage at which the problem was identified:

\_\_\_\_\_

Reports review, observations and investigation:

\_\_\_\_\_

Conclusion:

\_\_\_\_\_

Action Planned for the material:

\_\_\_\_\_

Action planned for the future:

\_\_\_\_\_

\_\_\_\_\_  
Stores

\_\_\_\_\_  
QA.

\_\_\_\_\_  
Unit Head