



**PHARMA DEVILS**

**SOP FOR IDENTIFICATION, STORAGE & DISPOSAL OF  
REJECTED RM & PM**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down procedure for identification, storage & handling disposal of rejected raw & packing material.

**2.0 SCOPE:**

This SOP is applicable in RM/PM stores.

**3.0 RESPONSIBILITY:**

Store Executive

**4.0 PROCEDURE:**

**4.1 Material, which is received in, damaged condition.**

4.1.1 The material, which is received in damage condition, shall be intimated to Q.C. department as per SOP No. WH/002”

4.2.1 Representative of Q.C. Dept. Shall examine the damage position & as per the condition of the damage QC executive affix label of “Rejected ” or “Redressed” where the material not exposed to the environment.

4.3.1 Store personnel shall inform the commercial details as per format no.

4.4.1 The RM or unprinted PM shall be sent back to the supplier on receipt of non-compliance report from QC department.

4.5.1 Store executive shall prepare the non-billable delivery challan in quadruplicate and gate pass. First copy – Supplier, Second copy – Accounts, Third copy –supply Chain/purchase and fourth copy shall be kept in record of Store department.

4.6.1 Packing material shall be returned or destroyed as per condition mentioned in the purchase order or mutually agreed between the supplier and Supply Chain Department.

**4.2 Material, which is rejected by quality control department.**

4.2.1 As the RM received by Store Dept. the GRN shall be sent to QC for quality analysis as per SOP.

4.2.2 Quality control department then affixes rejected label on each container received & material is transferred from under test area to the rejected area.

4.2.3 The RM/unprinted PM shall be sent back to the supplier on receipt of non-compliance report from QC department. In case of printed packaging material same to be destroyed at factory premises.

4.2.4 RM shall be returned or destroyed as per condition mentioned in the purchase order or mutually agreed between the supplier and Supply Chain Department

4.2.5 Store executive shall prepare the non-billable delivery challan in quadruplicate and gate pass. First copy – Supplier, Second copy – Accounts, Third copy –supply Chain/purchase and fourth copy shall be kept in record of Store department.



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**4.3 Material, which is found, rejected on line**

- 4.3.1 In case material is rejected during production or processing, the production department shall return the RM & PM to stores along with on line rejection note as per SOP.
- 4.3.2 On receipt of “Line rejection note” duly signed by production & quality assurance, store executive shall enter GRN no., supplier name & challan no. with remaining quantity of the rejected material on LRN.
- 4.3.3 Material shall be received and stored in “Rejected area”.
- 4.3.4 If its same batch number of remaining material, which is lying with stores in approved area, it shall be shifted to rejected area.
- 4.3.5 Based on the decision from QA & Purchase department, material shall be returned or destroyed as per the guidelines of QA/QC department.

**4.4 Rejection of Raw Material at the time of retest:**

- 4.4.1 The Material (s) if rejected at the time of retesting, shall be kept in rejected Raw Material Storage area with a label ‘rejected’ and follow as per 4.3.5
- 4.4.2 Destruction note for ‘rejected’ raw material (s) shall be made by Executive Store for taking the approval from Plant Head and Manager-Commercial on “Destruction” Note as per format for Rejected Raw /Packaging Material.

**4.5 Handling of Obsolete Raw / packing Materials:**

- 4.5.1 The material which is lying in store and expired or not in condition for further use, shall be destroyed as obsolete Material after taking approval from Plant Head and Commercial manager on “Destruction Note for Obsolete Raw/Packaging Materials”.
- 4.5.2 Proper entries shall be made in Raw /Packaging Material stock Register and information shall be sent to Excise department (if applicable) to get the entries done in their respective records for the material to be destroyed.
- 4.5.3 Executive store shall intimate to all concerned department as mentioned on the destruction note for the destruction date through head- stores.
- 4.5.4 After counting & checking the materials shall be destroyed in presence of head store, Quality Assurance, Quality Control, Security and Supplier or their authorized personnel, if required.
- 4.5.5 After destruction all the authorized personnel shall sign the destruction note

**5.0 SAFETY AND PRECAUTIONS:**

Not Applicable



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**6.0 REVISION HISTORY**

<b>Revision No</b>	<b>Reason for revision</b>	<b>Superseded from and date</b>
00	New SOP	

**7.0 REFERENCES:**

Line Rejection SOP.

Receipt, Identification & storage SOP.

Goods Receipt Note.

**8.0 ABBREVIATIONS:**

SOP : Standard Operating Procedure

QC : Quality Control

QA : Quality Assurance

GRN : Goods Receipt Note

LRN : Line rejection note.

RM/PM: Raw material / Packaging Material

**9.0 ANNEXURE:**

Annexure-I : Rejection Note

Annexure-II : Destruction Note Obsolete Raw / Packaging Material

Annexure-III : Destruction Note For Rejected Raw / Packaging Material



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**ANNEXURE -I**

**Rejection Note**

Sr. No.

Date:

Supplier Name & Address			Challan/ Bill No/Date		Order No/ Date		GRN No /Date	
S.No.	Code	AR No.	Batch No.	Item Name	Qty. Supplied	Qty. Rejected	Reason of Rejection	

Remark:-

Approved by

Copy to QA, Purchase, A/C

Authorised By



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**ANNEXURE –II**

**DESTRUCTION NOTE FOR OBSOLETE MATERIAL**

MDN NO Date: \_\_\_\_\_ Division \_\_\_\_\_

Material Name: \_\_\_\_\_ Item Code No: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_ Invoice No & Date \_\_\_\_\_

Qty. Received & Date \_\_\_\_\_ A.R. No: \_\_\_\_\_

Qty. In Stock \_\_\_\_\_ Obsolete Qty: \_\_\_\_\_

Value of Obsolete: \_\_\_\_\_

Reason of Obsolescence: \_\_\_\_\_

The above material is not suitable for use, therefore to be destroyed.

Prepared by  
Executive Store

Verified By  
Head Store

Approved By  
QA

Authorised By  
Plant Head

Material destroyed on Dt. \_\_\_\_\_ in the presence of following authorization

Q A

Q. C.

STORE

MFG/SUPPLIER

SECURITY



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**ANNEXURE III  
DESTRUCTION NOTE FOR REJECTED MATERIAL**

MDN NO Date: \_\_\_\_\_

Division: RM/PM

Item Name: \_\_\_\_\_

Item Code No: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

Invoice No & Date \_\_\_\_\_

Qty. Received & Date \_\_\_\_\_

Qty Rejected: \_\_\_\_\_

Value of Material Rejected: \_\_\_\_\_

Rejected A.R. No \_\_\_\_\_

Reason of Rejection: \_\_\_\_\_

The above material is not suitable for use, therefore to be destroyed.

Prepared by  
Executive Store

Verified By  
Head Store

Approved By  
QA

Authorised By  
Plant Head

**Material destroyed on Dt. \_\_\_\_\_ in the presence of following authorization.**

Q A

Q. C.

STORE

SUPPLIER

SECURITY