



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|--|------------------------|
| Department: Production | SOP No.: |
| Title: Dispensing of the Raw Material | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

Purpose: To lay down operating procedure for the dispensing of the Raw material.

Scope: This procedure is applicable for

Responsibility: Chemist stores
To follow the dispensing procedure

Attachment: Raw material dispensing slip

Procedure: Pre dispensing checks:

1. The balance is calibrated and is in working condition.
2. Check the availability of the material in the 'APPROVED MATERIAL STORES'
3. Check that the plant head has approved the material requisition.
4. The dispensing area is cleaned and the cleanliness is certified by QA.
5. The BMR is issued for the batch to be dispensed

Dispensing checks:

1. Switch on the exhaust.
2. Classify all the material as API, Colourent and excepients.
3. Dispense the excepients followed by flavour, colourent and lastly the API.
4. If the batch to be dispensed contains more than one API then first dispense the API which is less potent i.e. the quantity per batch is more than the other one.
5. Take the material from approved material stores and check the control number of the material of the material so that it can matches the FIFO(first in first out)
6. Take the container in which the material to be dispensed and tare it on suitable balance.
7. Check the quantity to be dispensed in the BMR and the requisition.
8. Make raw material dispensing slip mentioning the details as in the Attachment 1.
9. Dispense the quantity in that tare container.
10. Make entry to the BMR



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11. Debit the dispensed quantity from the stock card.
12. Check the physical stock (for API and loose containers only) of the balance quantity and match it with the stock card.
13. Then keep the material back to the approved raw material storage area
14. Keep the material on a syntax pallet in the dispensing area
15. Keep the used utensils sagreted area and label it as ' To be cleaned do not use '
16. Clean the balance with the dry cloth and check the zero.
17. Dispense the material as per the step 5 to 16.
18. After completion of the dispensing of a batch intimate the Production and QA for t he issuance of the dispensed material

Distribution:

QUALITY ASSURANCE
PLANT HEAD
PRODUCTION
STORES



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Attachment 1

| Raw material slip | | | Date |
|--------------------|-------|-----------------|-------------|
| Material:----- | | | |
| Product:----- | | Batch No.:----- | |
| Control no.----- | | | |
| Quantity | Gross | Tare | Net |
| | ----- | ----- | ----- |
| Issued by: ----- | | | Date: ----- |
| Checked by: ----- | | | Date:----- |
| Verified by: ----- | | | Date:----- |