



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Handling of Rejected Goods	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down procedure for the handling, of rejected goods

Scope: This procedure is applicable to

Responsibility: Officer QA

1. Preparation of rejection / destruction note
2. To govern that the system for the issuance archival etc is being maintained in the plant.

Attachments:

1. Rejection note
2. Destruction note

Procedure:

1. Label immediately **Rejected Good** and transfer to the rejected area of stores.
2. Raise the rejection note for the rejection of the Raw material & Packing material as shown in attachment 1
3. The rejection note should cover the following details :
 - Nature of the rejection
 - Quantity rejected
 - Vendor
 - Mode of destruction if to be destructed
 - Valuation of the rejection (cost of the rejection)
4. Take necessary approval from the Quality Assurance department for the said rejection.
5. Quality Assurance will suggest the further action regarding the handling of rejected good by filling the destruction note.
6. Take the final approval from the plant head
7. Destruct the material as the destruction suggested by QA

Distribution:

Quality assurance
Plant head
Production
Stores



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Attachment 1

Rejection Note

Rejection note number : ALD/REJ/		
Material /Product :	A.R.NO. / B.NO./ C.NO. :	
Mfg. Date :	Exp. Date :	
Vendor :	Batch /Receipt Quantity	
Date of receipt :	Nature of rejection :	
Quantity to be Rejected :	Value / Cost :	
Reason for the Rejection:		
To be used after re processing / to be returned / to be destructed :		
Rejection Raised by	Date	Signature
Rejection Approved by Quality Assurance	Date	
Rejection Approved by Technical head		



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Attachment 2 Destruction Note

Destruction note number :		
Material /Product :	A.R.NO. / B.NO./ C.NO. :	
Mfg. Date :	Exp. Date :	
Vendor :	Batch /Receipt Quantity	
Date of receipt :	Nature of rejection :	
Quantity to be Destroyed :	Value / Cost :	
Reason for the destruction:		
Mode of destruction:		
Destruction Raised by	Date	Signature
Destruction Approved by Materials	Date	
Destruction Approved by Technical head		
Actual destroyed on	Date	
Destruction supervised by	Date	