



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Raw Material Stored in Quarantine

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

Purpose: To lay down operating procedure for raw materials stored in quarantine (under approval).

Scope: This procedure is applicable for

Responsibility: Chemist
To supervise the activity

Procedure:

1. After receiving the material is first dedusted in a dedusting area. And then transferred to quarantine area till QC does sampling of material.
2. According to the storage condition of materials, it is decided whether Materials should be kept in AC Quarantine or Non AC Quarantine area.
3. Materials is kept on palates in AC or Non AC Quarantine area.
4. After sampling , the materials is transferred to Under Approval area till certificates of analysis is received by stores.
5. According to the storage condition of materials, it is decided whether Materials should be kept in AC Quarantine or Non AC Quarantine area.
6. Under Approved is affixed on the right hand side of raw materials till the result is given by QC.
7. Once the materials is Approved it is transferred to AC Approved or Non AC Approved storage area .
8. If the materials is rejected then is to be transferred to “ REJECTION STORAGE AREA “ till rejected materials returned to vendor.