



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Receipt of the Raw and Packing Material	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down operating procedure for the receipt of the Raw and packing material

Scope: This procedure is applicable for

Responsibility: Chemist stores
To follow the receipt procedure

Procedure:

1. After the material were undergone de dusting
2. Transfer all the material to the quarantine area
3. Check the status of material for the excise purpose
4. See that the goods received of excisable or non excisable
5. If those material are excisable then make entry to the excise register
6. Check once again the quantity physically.
7. Prepare a Good Receipt Note (GRN) mentioning the following details.
 1. Name of the material and description
 2. Item code
 3. Manufacturer
 4. Manufacturer's batch number
 5. Supplier
 6. Mfg.
 7. Exp.
 8. Challen number
 9. Excise details
 10. Quantity
 11. Number of container
 12. Date of receipt
 13. Observations
8. Check it and duly sign it and give this copy to the Quality control department

DISTRIBUTION: QUALITY ASSURANCE
PLANT HEAD
PRODUCTION
STORES