



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Transfer of Raw Material from Dispensing area to Day Store	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

PURPOSE: To lay out the procedure for transfer of raw material from Dispensing area to Day Store.

SCOPE: This procedure is applicable for

RESPONSIBILITY:

Store Supervisor
To supervise the activity

PROCEDURE:

1. Ensure the complete removal of previously dispensed product.
2. Perform the area cleaning as per SOP.
3. Arrange the syntax pallets in segregated manner.
4. Record the temperature (nmt 25°C) & humidity(nmt 45%) of area as per SOP.
5. Transfer the dispensed material to Day Store in presence of authorized personnel.
6. Palletize the raw material of different batches of the same product in a segregated manner
7. Also palletize the raw material for processing & coating in a segregated manner to avoid mix-up.
8. Ensure the transfer of raw material from day store to the respective area in the presence of authorized persons only.
9. Always keep the Day-Store under lock & key & open in the presence of authorized persons only.

DISTRIBUTION:

Day-Store
Quality Assurance
Plant Head

