

# WAREHOUSE

1. Dispensing Area shall be cleaned **Daily or Before the start of Changeover.**
2. Leave the RLAF for **15 minutes** before using for Sampling or Dispensing.
3. Cleaning of Vacuum Cleaner should be **Once** in a shift.
4. Cleaned Dispensing tools shall be used within **7 days** of cleaning.
5. Dispensing tools shall be cleaned after **Every product changeover.**
6. Barrel Pump shall be cleaned once in a **month or before use.**
7. Racks shall be cleaned **Once in a Week.**
8. Floor, SS trolley & Mopping shall be done **Once in a Day.**
9. WasteBin shall be cleaned **Once in a Day.**
10. View panels, Doors, Glass Windows, Pallets, Hydraulic Trolley shall be cleaned **Once in a Week.**
11. Walls & Ceiling shall be cleaned **Once in a Week.**
12. Electric Fixtures shall be cleaned **Once in a Week.**
13. SS Sink shall be cleaned **Daily at the end of Day.**
14. Rejected packing material shall be sent back to supplier within **6 month.**
15. Destroy the rejecte material after **6 months.**
16. The re-test period of dried starch shall be **6 months** from the date of release.
17. Temperature/RH shall be recorded **twice in a day**
18. Physical Verification of stock shall be done on daily basis in such a way that it will cover all material (RM/PPM) in **30 days.**
19. COA received from vendor within **6 working days** of receiving material.
20. All rejected material shall be returned to vendor within 90 working days.
21. In case API & Excipient where expiry date is not given, expiry of **5 years** shall be considered from the date of manufacturing.
22. In case of Flavour "**Best Before**" on mother label shall be considered as expiry date from date of manufacturing.
23. During electronic system failure for long period more than **one working day**, manual issuance can be done.

*freedom is in peril  
defend it  
with all  
your might*