



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Issuance of Consumable Item through Requisition cum Issue Slip	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down the procedure for issuance of consumable item through requisition cum issuance slip.

### 2.0 SCOPE:

This procedure is applicable to issuance of consumable item through requisition cum issuance slip.

### 3.0 RESPONSIBILITY:

Officer and Executive : Supervision for cleaning and operation

Officer and Executive IPQA : SOP Compliance

Head Production : SOP Compliance

### 4.0 DEFINITION(S):

IPA , Talcum, Starch

### 5.0 PROCEDURE:

#### 5.1 Safety Precautions

5.1.1 Use proper safety apparel such as gowns, rubber hand gloves and safety goggles during IPA dispensing

#### 5.2 The following material issue through requisition cum issuance slips.

5.2.1 Few solvents such as IPA required for area, machine or equipment cleaning.

5.2.2 Some lubricant such as talcum require during coding.

5.2.3 Starch for cleaning of new equipment.

5.2.4 Fill up the Requisition cum issue slip and give remark as per **Annexure – I**.

5.2.5 Get the signature of requisitioned by and approved by Department Head on the Requisition cum issue slip.

5.2.6 For receipt of talcum, IPA and other solvents for area, machine or equipment cleaning; the details of Product, Batch number and Batch size are not required.

5.2.7 Store personnel shall issue required material as per respective SOP of warehouse.

5.2.8 Receive the material and check it's weight. Sign against "Checked By" column of the Requisition cum issue slip.



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**6.0 ABBREVIATION(S):**

IPA : Iso-Propyl Alcohol

SOP : Standard Operating Procedure

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE(S):**

Annexure –I : Requisition cum issue slip

**9.0 DISTRIBUTION:**

9.1 **Master copy** : Quality Assurance

9.2 **Controlled copy( s)** : Production department, Quality Assurance

9.3 **Reference copy (s)** : Production department

**ANNEXURE I**

