



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Storage of Materials in Day Stores and Quarantine Areas	<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 a procedure for storage of materials in day stores and quarantine areas.

### 2.0 SCOPE:

This procedure is applicable for storage of materials in Day Stores and Quarantine areas in the Production area.

### 3.0 RESPONSIBILITY:

Technical Associate : Storage of materials.

Officer/ Executive : Supervision.

Head – Production/QA : SOP compliance.

### 4.0 DEFINITION (S):

NA

### 5.0 PROCEDURE:

- 5.1 Intermediate storage of materials used at different levels of manufacturing stages to be stored in defined storage areas with proper identification (Status Labeling as SOP).
- 5.2 Raw materials to be stored under controlled environmental conditions as mentioned in respective batch records.
- 5.3 During storage in day stores all the materials shall be under closed conditions such as polybags to be tied with cable tie, Containers should be covered, or loose items to be sealed with stretch rolls to avoid any mix-up or misplace. The materials to be kept on cage trolley/ pallets as required.
- 5.4 Liquids to be stored in closed containers to avoid spillage.
- 5.5 Special precautions to be taken for moisture sensitive materials such as Potassium Clavulanate, S-Adinosyl Methionine tablets and Nicorandil Tablets are for proper sealing.
- 5.6 No materials to be stored on floors.
- 5.7 For all the articles stored there should be space available for man movement around them.
- 5.8 Monitor cleanliness of the stored articles during daily cleaning schedule in the respective areas as per Ref. SOP.
- 5.9 Fill the Quarantine Log book as per Ref. SOP.

### 6.0 ABBREVIATION (S):

NA



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### 7.0 REFERENCE (S):

SOP for Status labeling

SOP for Cleaning of production area

SOP for Making entries entry/outward register in inprocess quarantine

### 8.0 ANNEXURE (S):

NA

### 9.0 DISTRIBUTION:

9.1 **Master Copy** : Quality Assurance

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

9.3 **Reference Copy (s)** : Production