PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Production	**SOP No.:**
Title: Issuance of Additional Raw / Packing Material	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down the procedure for issuance of additional Raw / Packing Material.

2.0 SCOPE:

This procedure is applicable to issuance of additional Raw / Packing Material.

3.0 RESPONSIBILITY:

Officer/ Executive- Production Department

Head Production & QA Department- shall ensure compliance of the SOP.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 In case of any spillage of raw material(s), on line rejection of raw material, extra raw materials and for trial purpose (for both raw material & packing material) may be allowed to issue as per the following procedures:

5.1.1 Requisition for the extra issuance of the raw materials shall be made by the production officer / executive giving proper reason for the extra issuance as per reference annexure-1.

5.1.2 The Head- production shall check and sign the requisition.

5.1.3 The requisition shall be forwarded to the Head- QA for final approval.

5.1.4 After approval, issuance the material from store.

6.0 ABBREVIATION(S):

QA : Quality Assurance

SOP : Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure – I : Issuance of additional Raw / Packing Material

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ANNEXURE I

ADDITIONAL RAW/PACKING MATERIAL REQUISITION SHEET

From:	To:	Date:

S.No.	Item code	Item Name	UOM	Required Qty.	Issued Qty	A.R. Number	Issued by.	Checked by	Verified by

Remarks:

Prepared By (Production)

Checked By (Head Production)

Authorized By (Head QA)