



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Issuance of consumable item through requisition cum issue slip	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

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

2.0 SCOPE:

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

3.0 RESPONSIBILITY:

3.1 Officer and Executive : Issuance of consumable item through requisition cum issue slip

3.2 Officer and Executive IPQA : SOP Compliance

3.3 Head Production : SOP Compliance

4.0 DEFINITION(S):

4.1 NA

5.0 PROCEDURE:

5.1 Safety Precautions

5.1.1 Use proper safety apparel such as secondary 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 Sodium lauryl sulfate for cleaning of SS Bin / IPC through Bin washing and Drying machine.

5.2.5 Fill up the Requisition cum issue slip and give remark as per Annexure-I.

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

5.2.7 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.



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

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

6.0 ABBREVIATION(S):

6.1 IPA : Iso-Propyl Alcohol

6.2 SOP : Standard Operating Procedure

7.0 REFERENCE(S):

7.1 NA

8.0 ANNEXURE(S):

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Requisition cum Issue Slip		Log Book

9.0 DISTRIBUTION:

9.1 **Master copy** : Quality Assurance

9.2 **Controlled copy(s)** : Production department (01), Quality Assurance(01)

9.3 **Reference copy (s)** : Production department(02)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	REASON(S) FOR REVISION	DETAILS OF REVISION	Effective Date
01	00		New SOP		



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ANNEXURE I REQUISITION CUM ISSUE SLIP

Department: _____

Date: _____

S.No.	Item code	Material	A.R. No.	Required Quantity (kg)	Issued Qty.

Remarks:

Requisitioned By:

Authorized By:
(Department Head)

Received By:

Issued By:
