



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Transfer of Finished Product to Finished Goods Store	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for transfer of finished product to finished goods stores.

2.0 SCOPE:

This procedure is applicable for transfer of finished product to finished goods stores in production department.

3.0 RESPONSIBILITY:

Officer, Executive, Production – For preparation of Finished Goods Transfer Note

Officer, Executive, IPQA : Verification of Finished Goods Transfer Note before transfer of product

Officer/ Executive, Stores : Verification of FGTN on receipt

Head, Production: Compliance to procedure

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 After completion of packing activity in a day shift enter the Finished goods quantity in ERP (WORK ORDER RECEIPT) as per following procedure.

5.1.1 Enter the FG Work Order in the work order field.

5.1.2 Verify the EXP Date as per the BMR / BPR in the Receipt and change if needed.

5.1.3 Enter the total Packed quantity which includes the entire sample in Rec. quantity field.

Enter the MRP of the Product in MRP field.

5.1.4 Select the appropriate Location code and Appr. Location with the help of popup.

5.1.5 Enter the EMRN Status in the field.

5.1.6 Enter the Quantity in Despatchable Qty., Control sample Qty., Stability Sample Qty., Other Sample Qty. and Preshipment Qty., and Regulatory Sample Qty. (if required) in there respective field as per given preview.



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ITM - Work Order Receipt - Eclipse SDK

File Edit Navigate Search Project ECF Run Window Help

Enterprise Explorer

Work Order Receipt: Home * Work Order Receipt X

Basic

Tran Id: [] Tran Date: 04/08/11

Tran Type: Final Product Work Order: []

Site Code: 50009 BADDI UNIT VI Operation: []

Start Date: 01/01/00 Completion Date: 04/08/11 Exp Date: DD/MM/YY

Mfg. Date: 01/01/00

Item Code: []

QC Required: [] Unit: [] Rec. Quantity: 0

UOM Con: 1 Alt Unit: [] Conv Qty: 0 Unit Std: [] Std Qty: []

W/O Quantity: 0 Cumulative Rec. Qty.: []

Yield % with Recov.: 0 MRP: [] Yield % without Recov.: 0

Loc Code: [] Lot No: [] Lot Sl: []

Appr Location: [] EMRN Status: []

Pack Code: [] Potency %: 0

Site Code Own: [] Process Hours: 0 Cancel B/o Yes

Emp Code Aprv: []

QC Ref: [] No of Articles: 0

Dimension: [] Sample []

Create Stability: [] Yield %: 0

Remarks: []

Despatchable Qty.: 0 Control Samp. Qty.: 0

Receipt Detail

Progress

View data (Finished at 12:16 PM) OK

View data (Finished at 12:16 PM) OK

Connected to Site : 50009 |

5.1.7 Check all the filled entry in the ERP.



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5.1.8 Save and Confirm the Receipt by verifying the print preview of FGTN.

ITM - Work Order Receipt Home - Eclipse SDK
File Edit Navigate Search Project ECF Run Window Help
ECF Hello World
http://172.16.0.4/Reports/CrystalReport.asp?RPTID%7EA5_TRAN_ID%7EA5_RIGHTS=488%7E09WG1G0364%7EY
1 of 1 48%
Preview

FINISHED GOODS TRANSFER NOTE

To: Finished Goods Store - Dispatch Section.

FGTM NO. : 04010204
FGTM DATE : 04/02/11
PRODUCT NAME : F00001 - 04/02/09
UNIT : 01 - 01 POF STABLOSP
BATCH NO. : 04010704
BATCH SIZE : 05.00
BATCH SIZE (PKG.) : 05.00
MANUFACTURING DATE : 04/01/11
EXPIRY DATE : 04/02/14
MARKET : 03040510
PACK SIZE : 05.00
M.R.P. (in Rs.) : 400.000

S.No.	Particulars	No. of Shippers	No. of Cartons/Shipper	Quantity (in Units)
1.	Dispatch Quantity			
a)	Intact Shipper	20	05	05.00
b)	Loose Shipper	1	01	01.00
	Total Dispatch Quantity	21	06	06.00
2.	Control Sample Quantity			01
3.	Stability Sample Quantity			01
4.	Other Sample Quantity			01
5.	Regulatory Sample Quantity			01
6.	Regulatory Sample Quantity			01
7.	Total Quantity Packed			06.00

REMARKS :

Checked By: Production (Sign./Date) Verified By: IPQA (Sign./Date) Received By: FG Store (Sign./Date)
CC : QA (BPR Copy)
Form No: 0001000

- 5.2 Take double print and after Verification by IPQA, Transfer the packed quantity to the Finished goods store. The entry for the day shall be recorded with the FGTM no. in the Batch Packing Record.
- 5.3 If the last shipper has the quantity with less than the mention quantity, stamp shipper 'LOOSE PACK' . Strike out the quantity preprinted on the shipper label and write the actual quantity and production officer and QA officer to sign on the label. Intimate IPQA to verify the packed goods to be transferd to finished goods stores. Record in BPR.
- 5.4 Last FGTM for a batch shall be prepared after reconciliation of the packing activity.
- 5.5 On receipt of FGTM, Stores officer/ In charge shall verify the quantity received on the transfer note and transfer the goods to finished goods stores.



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5.6 Store Officer/ In charge shall endorse the FGTN. One copy of FGTN shall be retained by stores and the second copy of same shall be attached in the BPR.

5.7 All the details of FGTN like date, FGTN No. and quantity shall be recorded in the BPR.

6.0 ABBREVIATION(S):

BPR : Batch Packing Record

FGTN : Finished Goods Transfer Note

No. : Number

7.0 REFERENCE(S) :

NA

8.0 ANNEXURE(S):

Annexure-I : Finished Goods Transfer Note

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 (2 copy)



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ANNEXURE I

FINISHED GOODS TRANSFER NOTE

1 of 1

To: Finished goods store-Dispatch Section.

FGTN No. :
FGTN DATE :
PRODUCT NAME :
UNIT :
BATCH NO. :
BATCH SIZE :
BATCH SIZE (PKG.) :
MANUFACTURING DATE :
EXPIRY DATE :
MARKET :
PACK SIZE :
M.R.P. (In. Rs.) :

S.No.	Particulars	No. of Shippers	No. of Cart - Inn-out/Ship.	Quantity (in Unit)
1.	Dispatch Quantity			
	(a)Intact Shipper			
	(b)Loose Shipper			
	Total Dispatch Quantity			
2.	Control Sample Quantity			
3.	Stability Sample Quantity			
4.	Other Sample Quantity			
5.	Pre-shipment Quantity			
6.	Regulatory Sample Quantity			
7.	Total Quantity Packed			

Remarks:

Checked By Production
(Sign. / Date)

Verified By IPQA
(Sign. / Date)

Received By FG Store
(Sign. / Date)

CC : QA (BPR Copy)

Format No.: