



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Inventory and Storage of Sieves and Screens	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Inventory and Storage of Sieves, Screens.

2.0 SCOPE:

This procedure is applicable to Inventory Management and Storage of Sieves, Screens at Production Department.

3.0 RESPONSIBILITY:

Technical Associate - for Execution

Officer/ Executive Production Department- for verification and implementation of SOP

Head Production Department- shall ensure compliance of the SOP

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Inventory

5.1.1 On intimation of receipt from stores, collect all the sieves / screens.

5.1.2 Check the integrity of individual sieves / screens through vendor certificate and record the observations in Annexure-I.

5.1.3 Remark 'OK' for pass sieves / screens, and 'Not OK' for sieves / screens which fails the integrity test. Return back the defective sieves / screens to stores.

5.1.4 Allot a code no. as per the respective departmental SOP, to the pass sieves / screens and transfer the respective storage area.

5.1.5 Record the observations in Annexure-I for sieves and Annexure-II for screens.

5.1.6 Clean the sieves / screens as per SOP.

5.2 Storage

5.2.1 Cover the clean and dry sieve / screen in polybag and put cleaned label having previous product name, cleaned by and checked by signature and date as per SOP.

5.2.2 Keep the covered sieves on the backside gap of cleaned and dried rectangular trolley or Screens can be kept in the rack.



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5.2.3 After completion of activity clean and place sieve / screen in polybag, label and store as per procedure mentioned in step no. 5.2.1 to 5.2.2.

6.0 ABBREVIATION(S):

SOP: Standard operating procedure.

7.0 RERERENCE(S):

SOP: Cleaning of new equipments / machineries / in-process product containers / accessories

SOP: Status labeling

8.0 ANNEXURE(S):

Annexure-I : Sieves Inventory record

Annexure-II : Screens Inventory record

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



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ANNEXURE I SIEVES INVENTORY RECORD

Month/Year: _____

Sieve No.: _____

S.No.	Quantity Received	Supplier	Date of Receipt	Sieve Code No.	Checked By

S.No.	Date	Sieve Code no.	Visual Inspection		Scrapped On	Remarks
			OK	Not OK		

Done By: _____

Checked By: _____



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ANNEXURE II SCREENS INVENTORY RECORD

Month/Year: _____

Aperture Size: _____

S.No.	Quantity Received	Supplier	Date of Receipt	Screen Code no.	Checked By

S. No.	Date	Screen Code no.	Visual Inspection		Scrapped On	Remarks
			OK	Not OK		

Done By: _____

Checked By: _____