

INCOMING RAW MATERIAL IDENTIFICATION

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	Quality Control	16-10-2019	18-10-2019	01-10-2022	

1.0 OBJECTIVE


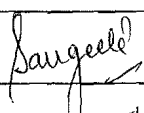
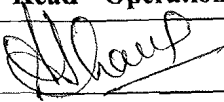

- 1.1 To lay down a procedure to assign correct lot number to the raw material received.

2.0 RESPONSIBILITY

- 2.1 Analyst – Quality Control
2.2 In Charge – Quality Control

3.0 PROCEDURE

- 3.1 Upon receiving the materials at the gate the gate keeper shall enter all the details about the raw materials in the gate register.
- 3.2 Gate keeper informs the warehouse in charge about the consignment along with all the received documents.
- 3.3 Warehouse in charge informs QC about the received consignment as per WH003-F01.
- 3.4 Lot number to the raw materials shall be given by QC after it is unloaded in the warehouse premises as per the following scheme :
- 3.4.1 The lot number shall be allotted in the following manner which will have 22 or 23 characters depending upon whether supplier code is of two or three letter as per detail below:-

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Name & Designation	Officer/Executive	In Charge	Sunita Sharma Head - Operation	Maj. Gen. V. K. Khanna
Signature				
Date	15/10/2019	15/10/2019	16.10.19	16.10.19
Department	Quality Control	Quality Control	Operations	Director – TQM

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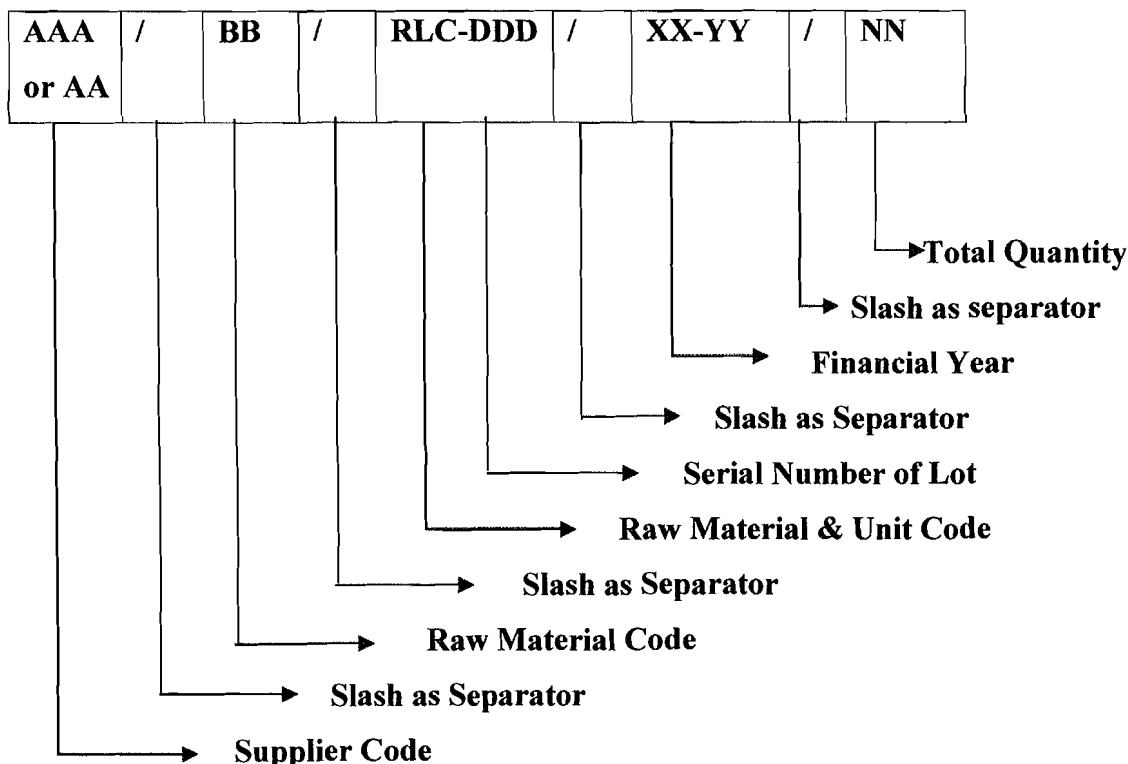
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3.4.2 First two or three characters (AA or AAA) stands for supplier code which is issued by QA

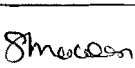
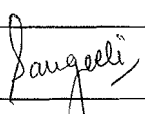
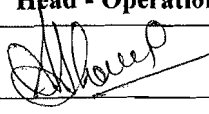
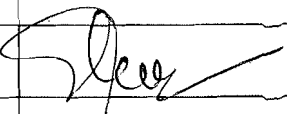
3.4.3 4th character is slash which is used as separator

3.4.4 5th & 6th character (BB) stands for raw material code issued by QA .


3.4.5 7th character stands as slash which is used as separator

3.4.6 8th, 9th & 10th character (RLC) where R stands for raw material & LC stands for units . L1 for Unit-1, L2 for Unit-2 and L3 for Unit-3.

3.4.7 11th character stands as dash which is also used as separator

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	STANDARD OPERATING PROCEDURE SHARP MINT LIMITED, C-03 SMA Industrial Estate, G.T. Karnal Road, Delhi.				
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3.4.8 12th, 13th & 14th characters (DDD) stand for serial number of the lot (controlled in the raw material log) which Starts with the beginning of financial year (01 April -31st March) from 001 and progressively increases till the end of financial year

3.4.9 15th character is slash which stands for separator

3.4.10 16th & 17th stands beginning of Financial year (XX).

3.4.11 18th character is dash which separates financial year.

3.4.12 19th & 20th character stands for end of financial year(YY)

3.4.13 21st character stands as slash which is separator

3.4.14 22nd & 23rd character stands for quantity (NN) is numbers of drums in an invoice

3.5 Making RM labels

3.5.1 Raw Material Name: It shall be made as per invoice

3.5.2 Supplier's Name: it shall be used as per invoice

3.5.3 Lot No. as mentioned above

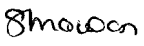
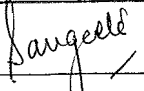
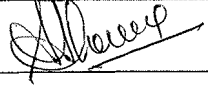
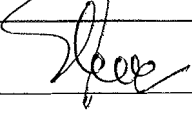
3.5.4 Number of Drums: the serial number of the drum with total number of drums shall be used for example when 74 number of drums received than 1/74, 2/74, 3/74... 74/74.

3.5.5 Status: the status of the material whether the sample has been drawn or approved or rejected shall be shown by affixing the sticker or stamping over the RM label as per below


3.5.5.1 Under test QC001-F02-XX

3.5.5.2 QC Approved QC001-F03-XX


3.5.5.3 QC Rejected QC001-F04-XX

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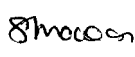
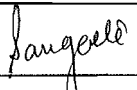
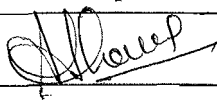

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- 3.5.6 Manufacturing Date: The manufacturing date shall be the invoice date of the material.
- 3.5.7 Expiry Date: it shall be 5 years from the date of manufacturing
- 3.5.8 Retest Date: it shall be after 1 year from the date of manufacturing
- 3.6 QC shall denote the serial number of the drum with total number of the lot so that the serial number of the drum shall be identified by the label e.g. 1/45 on the label means the first drum of the lot of total 45 drums. Likewise 2/45, 3/45 and so on..
- 3.7 In this way a lot number shall provide supplier's name, material name, total numbers of drums of the raw material in a single invoice and the financial year.
- 3.8 QC shall affix the label of Lot Number on each drum (QC001-F01)

		RAW MATERIAL	
Name of Raw Material			
Supplier code			
Identification:	S. No.	No of drums	
Mfg. Date	Exp. Date	Re-Test Date	
Status			
Sharp Mint Limited Unit Address: QC001-F01-XX			

- 3.9 When the sample shall be taken by QC, the label above itself indicates that material is in Quarantine (QC001-F01).
- 3.10 QC shall draw the sample for analysis as per SOP No. QC002

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- 3.11 QC shall then paste/stamp the "Under Test" so that the status of raw material may be reflected about the QC person who has drawn the sample and the date of sampling. (QC001-F02).

UNDER TEST	
Chemist Signature	Date
QC001-F02 -XX	

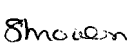
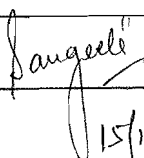

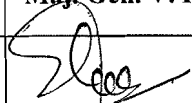
- 3.12 A colored rope shall be tied by warehouse supervisor to segregate different RM at warehouse.

- | | |
|-----------------|-----------------------------|
| i. Green Rope | Approved RM |
| ii. Yellow Rope | Quarantine RM or under Test |
| iii. Red Rope | Rejected RM |


- 3.13 After the sample analysis is done completely in the laboratory the lab chemist shall affix either "Q.C. APPROVED" (QC001-F03) or "Q.C. REJECTED" (QC001-F04) after removing the under test label". This will be RED for rejected material and Green for approved material.

APPROVED	
Chemist Signature	Date
QC001-F03 -XX	

REJECTED	
Chemist Signature	Date
QC001-F04-XX	

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4.0 ABBREVIATIONS

4.1 SOP-Standard Operating Procedure

5.0 ANNEXURES

5.1 QC001-F01 – RM Identification Label

5.2 QC001-F02 – Under test Label

5.3 QC001-F03 – Approved Label

5.4 QC001-F04 – Rejected Label

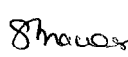
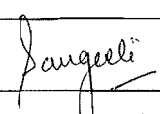
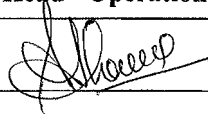
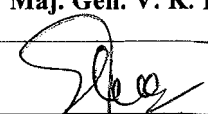
6.0 REFERENCE

6.1 QC002-00 Sampling of Incoming raw material.

6.2 WH003-F01

CHANGE HISTORY	
Supersedes SOP No.	Changes made
00	QC approved, Rejected and Sampled labels in point no 3.11 and 3.13 have been replaced with new labels(Under test, Approved and Rejected).
01	QC Raw Material label revised for supplier code

END OF DOCUMENT

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