SB-Storage-20150206(2)-3.4

[STORAGE]

Tools group is the owner of this SOP. Physical record configuration is part of Configuration Management Practice of Sristi Biosciences. This document guides the tool group to identify, tag, archive and track life cycle of Physical records.

1. SOP Details

Details			
SOP Code	**SB-CMP-0215006**	Name	Storage
Process Group	Consumer Healthcare	Previous SOP	Blanching
Working Group	Consumer Healthcare-Procurement	Next SOP	Transit
Version	1.0		
Last Changed	January 20, 2015		

SOP Framework:

Supplier	
Inputs	
Process	
Output	
Customer Group	

Revision History:

Initial Version: 1.0
Effective Date: January 20, 2015

2. Overview:

This SOP describes the procedure and outlines elements and processes that should be in place to provide appropriate and optimal storage conditions ensuring sample integrity is maintained from raw material reception to final formulation of the product in the lab and that all necessary documentation pertaining to the sample traceability is readily available.

3. Raw material reception:

Each delivery lot should be given a reference code to identify it in storage and processing, and the documentation should be such that, if necessary, any lot of finished product can be correlated with the deliveries of the respective raw materials used in its manufacture and with the corresponding laboratory records. Deliveries should be stored and marked in such a way that their identities do not become lost.

Raw materials received are accompanied by the corresponding tracking sheet containing all necessary information like

1. Ingredient ID
2. Material description
3. Product ID
4. Batch number
5. Type of analysis required
6. Volume of the raw material with supplier details from whom it is procured.

4. Storage Facility

All raw materials should be stored under hygienic and in specific conditions (e.g. of temperature, relative humidity) appropriate to their respective requirements as indicated in their specifications.

Before the raw materials or ingredients are moved to the storage facility the following will be ensured.

1. The receiving area is clean, the delivery vehicle is clean and there are no chemicals transported with the food.
2. Material packaging is not damaged exposing food to contamination
3. Cans do not bulge, leak, or have creased seams
4. There are no insects, insect eggs, dirt, rodent droppings, or other contaminants.
5. All raw materials are properly labeled with the name and address of the manufacturer and the ingredient statement.
6. All raw materials are within their “use-by” date

4.1.Storage Facility – Lighting

The storage facility should be effectively lit and ventilated, with appropriate air flow and control facilities (including temperature, humidity and filtration where necessary) Air supply and extraction trunking should be designed so that contaminants are not introduced into products. All lighting appliances should be completely covered by shatterproof plastic diffusers or sleeve covers or, if this is not possible, by a fine metal mesh screen, to contain any pieces of glass in the event of shattering.

4.2.Floor walls and ceiling

Floor in storage areas should be made of impervious materials, laid to an even surface and free from cracks and open joints in areas where material is exposed. All operations should be carried out in such a way that the risk of contamination of one product or material by another is minimized.

4.3.Storage Facility Pallets:

Raw materials should be stored on pallets to avoid risk of contamination and ensure easy movement without damage. Pallets should be checked periodically for

1. Structural integrity
2. Pallets should be so spaced as to allow proper ventilation.

Appropriate, cornerboards should be positioned at the corner of each stack, both to make the corner ‘stand out’ visually, and to protect the product from accidental impact damage by high lift and powered pallet trucks

4.4.Cleaning of storage area:

Vacuum or wet cleaning methods are to be preferred. Compressed air, hoses, pressure cleaners, brooms and brushes should be used with care, so as not to incur the risk of material contamination.

5. Verification and Record Keeping:

The service manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The storage area should be

inspected for cleanliness and good housekeeping, and to identify lots of products which have exceeded their shelf-life. He will also take the responsibility of reviewing and dating the Damaged and Discarded Product Log

6. Approvals

1. The final draft of the SOP was sent to the approval group (CMG and Activity owner/CCB) for approval.
2. The approval group ensured the measurable conversion of process description and the respective validation rules as part of their approval process.
3. The approval sign off involved three (working group in-charge: activity owner: CCB)
4. Approved SOP is locked for change and shall be made available to the specified user group through the authentified access control.

	Name	Title	Signature
Working Group Control			
Activity Owner			
Change & Configuration Control Board	**Jayaraman.P**	**CEO**	

Effective Date	December 6, 2014
Review Date	January 20, 2015

7. Change Procedure

Activity Owner triggers the change requirement with a prior approval from change control board in line with the review date. The change requirements shall be analyzed for its impact on the process and procedure control. If the impact analysis report is acceptable for the entire change request, change shall be initiated for all the approved changes.

Working group takes the responsibility of modifying the requirements. The modifications shall undergo the approval process as applicable to this SOP.