SB-TRN-20150207(2)-3.4

[TRANSIT]

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-0215007**	**Name**	Transit
Process Group	Consumer Healthcare	**Previous SOP**	Storage
Working Group	Consumer Healthcare-Transit	**Next SOP**	-
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:

The purpose of this document is to provide guidance for safe and efficient organic transportation of products. This SOP outlines the functions, responsibilities, obligations, policies and procedures to be followed to establish safety and efficient transport of organic products.

3. Transport document

All requests for transit will be prepared ensuring the following

1. Pick up location
2. Delivery location
3. Item description, accounting units, packaging, transport specs, volume and category
4. Special instructions (e.g. fragile) etc.
5. Special services for storage or transport of large quantities

Transit vehicles, containers etc. should be free from rodents, insects and contamination. Prior to loading the vehicle interior (including walls, floor and ceiling) have to be inspected for general cleanliness, freedom from moisture, foreign materials, etc. which could cause product contamination or damage to the packages.

4. Verification and Record Keeping:

Every transport will be recorded independently with details of purchase order, client proforma invoice and packing list along with the transit track document like airway bill numbers etc. The waybill number will be provided to the client for tracking the transshipment of the cargo.

The service manager will check the packaging and storage conditions of the products. He is responsible for coordination with the logistics service provider and ensures the delivery of safe, clean products to clients.

5. 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

6. 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.