 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-008-07	Effective Date:	01.01.2018
	Supersedes :	SOP-WH-008-06	Next Review Date:	31.12.2020
	Department:	Warehouse	Page:	1 of 7
TITLE: DISPENSING OF MATERIAL				

1.0 PURPOSE:

To lay down the procedure for Dispensing of materials.

2.0 SCOPE:

This procedure is applicable for Dispensing of materials in Warehouse at Discovery.

3.0 RESPONSIBILITY:

- 3.1 It is the responsibility of the Warehouse personnel to follow this procedure.
- 3.2 Head -Warehouse / Designee is responsible for implementing the procedure.

4.0 DEFINITIONS:

- 4.1 FIFO: Oldest inventory items are recorded as use first.
- 4.2 FEFO is an acronym of the words First Expired, First Out. Material requirements are serviced in the order of items with the earlier date of consumption regardless of the date of entry or acquisition.

5.0 PROCEDURE :


5.1 Before dispensing of material following checks shall be perform:

- 5.1.1 Absence of any other material.
- 5.1.2 Cleanliness of the dispensing room.
- 5.1.3 Dispensing appliances, their suitability, adequacy and cleanliness.
- 5.1.4 The containers / Bags for the dispensed materials.
- 5.1.5 Availability of dispensing labels.
- 5.1.6 Weighing Balance is clean and calibrated.

5.2 Dispensing of Solid Materials:


- 5.2.1 Production department request for raw materials / packing materials to warehouse.
- 5.2.2 Upon receipt of material requisition, stores personnel shall check the details of the material name, availability of quantity in BIN card and re-test/expiry date.

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- 5.2.3 Dispensing shall be done in FIFO manner unless otherwise justified. Some cases first expiry raw materials to be dispensed on priority by informing to production and Quality Assurance departments.
- 5.2.4 If the full containers / bags / packets are to be issued, before issue, cross check the Gross weight and Net weight, enter the details on the dispensed label and paste / tag on the container.
- 5.2.5 Warehouse personnel shall transfer the approved material to Dispensing room.
- 5.2.6 Warehouse personnel shall transfer material to dispensing room, which is needed to be dispensed. Only approved raw materials shall be dispensed.
- 5.2.7 Warehouse personnel should wear appropriate safety appliances during dispensing of raw material.
- 5.2.8 Requested quantity should be dispensed and paste the raw material dispensed label (WH008-FM011) on each container/drum/bag by filling the all relevant details on the label.
- 5.2.9 Enter the details in raw material BIN card.
- 5.2.10 Enter the details of issued quantity and IHB No., in the production requisition from.
- 5.2.11 If any loose quantity is dispensed, left over mother container/bag should be kept in tight and closed condition and placed at designated area, paste the loose container label (WH008-FM012).
- 5.2.12 After completion of dispensing activity, dispensing room and accessories shall be cleaned. The details shall enter in log book.
- 5.2.13 In case of any spillage or loss during dispensing, the same shall be entered in the BIN card.

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5.2.14 After completion of weighing operation, check the Production requisition for Completion. Send the dispensed material to the user department along with RM Indent.

5.3 Solvents Material Dispensing:

- 5.3.1 Check the availability of dedicated empty drums.
- 5.3.2 Wear appropriate PPE before dispensing any type of solvents.
- 5.3.3 Ensure the HDPE / MS drum is cleaned and dry before dispensing starts.
- 5.3.4 Intact containers shall be as issued to production without dispensing.
- 5.3.5 A loose quantity which needs to be dispensed is done by using Siphon.
- 5.3.6 Identify the loose container for dispensing and move the container near to the balance.
- 5.3.7 Measure the Weight / volume with the help of weighing balance / DIP Rod.
- 5.3.8 Label the dispensed container and issue to production department.
- 5.3.9 In case, Warehouse issues liquid materials through pipelines, warehouse shall paste the Dispensing label on receiver/day tanker.
- 5.3.10 Dispensed solvent in the drums will be used as per requirement of production and empty drum will be returned to Warehouse.
- 5.3.11 Keep all the dedicated drums in Warehouse drums stored area.
- 5.3.12 Proper earthing shall be given while transferring solvent from storage tanks into dedicated drums through pumping and immediately close the drums after filling with a lid. After usage the free end of the hosepipe shall be covered with polyethylene covers to prevent the entry of insects and dust
- 5.3.13 Use the solvent storage tankers individually for different solvents.
- 5.3.14 If tanker to be used for multiple solvent clean the tanker and send the sample to QC to analyze the previous solvent content.

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5.4 Dispensing of Carbon:

5.4.1 Carbon dispensing always done in carbon storage room only as per solid dispensing procedure.

5.5 Dispensing of Cylinders:

5.5.1 Production department raise the request for cylinder.

5.5.2 Upon receipt of material requisition, stores personnel shall check the details of the gas i.e. nitrogen, hydrogen etc., and its availability quantity in BIN card.

5.5.3 Requested quantity should be dispensed and paste the raw material dispensed label (WH008-FM011) on each cylinder by filling the all relevant details on the label.

5.5.4 Warehouse personnel should wear appropriate safety appliances during dispensing of raw material.

5.5.5 If half of the Qty required follow the below procedure for Gas cylinder dispensing.

5.5.6 Transfer the required cylinder to the production area accompanied by the warehouse personnel.

5.5.7 Keep the cylinder over the calibrated balance, production people will transfer the required quantity into the corresponding equipment, as per the SOP. Warehouse personnel shall record the balance reading. (Take necessary safety precautions RPE/PPE while dispensing). After the dispensing / use the required Quantity, Transfer the Cylinder Back to its specified area.

5.5.8 Enter the details in raw material BIN card.


5.5.9 Empty cylinders shall be collected back from production and stored in separate area.

5.6 Transfer of material from warehouse to production is not allowed during rain and heavy wind.

5.7 Packing Materials Issue Procedure:

5.7.1 On receipt of required quantity for packing material, requisition from production department, approved packing materials shall be issued.

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- 5.7.2 Packing materials received in Kg will be counted in numbers and the details will be recorded in BIN card after approval.
- 5.7.3 FIFO system shall be followed for issuing of packing material from warehouse.
- 5.7.4 While issuing, warehouse personnel shall check the packing material availability of stock and re-test date in BIN card.
- 5.7.5 Before issuing packing materials, enter the details of quantity issued and in house batch No. in the material requisition form and also enter the details in the BIN card.
- 5.7.6 After entering all the dispensing details in the packing material requisition form, send it to production department and get back the packing material requisition form duly signed by the production personnel.
- 5.7.7 Issued packing materials (Polyethylene bags, aluminum bags and HDPE Drums etc.,) put in a closed container and transfer to Production block. Packing containers should be transfer through moving trolley.


5.8 Pipes Handling Procedure:

- 5.8.1 Dedicated pipes shall be used to dispense the solvents from storage tanks.
- 5.8.2 Cover both ends of the pipe with a plastic cover to avoid any contamination by dust and insects. Label the pipe-indicating name of the solvent
- 5.8.3 The siphons shall be dedicated once used.

6.0 FORMATS / ANNEXURE(S):

- 6.1 Sampling /Dispensing room usage and cleaning log : WH008-FM015
- 6.2 Material Receipt and Issue Register : WH008-FM043
- 6.3 Dispensed Label : WH008-FM011
- 6.4 Loose container / pack label : WH008-FM036
- 6.5 Raw Material indent cum issue slip : WH008-FM020


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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.08.2009	New SOP is introduced	---
01	01.01.2011	Formats are Changed	---
02	01.04.2014	1. Procedure explained with more clarity. 2. Deleted the procedure for Issuing & Dispensing of RM.	---
03	20.07.2014	1. FIFO issuing explained. 2. Typo graphic error in loose Qty rectified. 3. Dispensing format No included.	---
04	10.05.2016	1. SOP revised as per SOP for SOP. 2. SOP's "Procedure for transferring the materials from Warehouse to Production", "Procedure for issuing and dispensing of raw materials" merged in this SOP. 3. Title changed from "Procedure for issuing and dispensing of raw materials" to "Dispensing of materials". 4. The name "Store" changed to "Warehouse".	---
05	01.09.2016	Utensils cleaning register incorporated.	---
06	01.01.2017	1. SOP format changed make in line with SOP-QA-001-04 2. Dispensing Room Cleaning procedures form included in this SOP from ST-001 and also title changed. 3. Cylinders issue procedure included. 4. Hose pipe cleaning log incorporated. 5. Department code changed to warehouse i.e. WH. 6. Loose container label contents were modified. 7. Material issue record contents were modified. 8. Raw Material indent cum issue slip contents were modified. 9. Altogether procedure has been rephrased for better clarity.	WH-CRF-004/16
07	01.01.2018	1. SOP format changed make in line with SOP-QA-001-05.	CCF/GEN/17034

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Revision No.	Effective Date	Details of Revision	Ref. CCF No.
		2. Cleaning accessories label format, Cleaning Record and cleaning procedure was removed and include in QA SOP number SOP-QA-037.	

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