 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-018-03	Effective Date:	
	Supersedes :	SOP-WH-018-02	Next Review Date:	
	Department:	Warehouse	Page:	1 of 2
TITLE: HANDLING OF REJECTED MATERIALS				

1.0 PURPOSE:

To lay down the procedure for Handling of Rejected Materials.

2.0 SCOPE:

This SOP is applicable Handling of Rejected 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:

NIL

5.0 PROCEDURE :

- 5.1 QC Chemist shall paste the 'Rejected Label' on the container/Packages, whenever the material found not complying with the pre-determined specifications.
- 5.2 Transfer the rejected materials to the rejected area.
- 5.3 Enter the required details in the 'Rejected materials Log' (WH018-FM019).
- 5.4 Inform to purchase department by way of an inter office communication whenever received the rejection note from QA.
- 5.5 The purchase department informs the concerned vendor regarding the rejection.
- 5.6 Return the rejected materials to the vendor after fulfilling the Non Returnable Gate Pass and Excise formalities if any.
- 5.7 Enter the Non Returnable Gate Pass number and details in the 'Rejected Material Log' (WH018-FM019).
- 5.8 When the material is returning to vendor, file the documents i.e, Analytical test requisition and gate pass.
- 5.9 Send back the rejected material same way of material entry.

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5.10 Return good / Rejected material room lock and key shall be maintained by Quality Assurance.

6.0 FORMATS / ANNEXURE(S):

6.1 Rejected Raw Material Register : WH018-FM019

6.2 List of Authorized Personnel for Entry into Rejected Material Storage Area: Annexure-1

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	10.05.2016	New SOP is introduced	--
01	01.01.2017	1. SOP format changed make to inline with SOP-QA-001-04. 2. Department code changed to warehouse i.e. WH. 3. Personnel hygiene procedure included. 4. Area Usage and cleaning log removed. 5. Dispensing room & Sampling room cleaning procedure included. 6. Cleaning of dispensing Room format Removed. 7. Altogether procedure has been rephrased for better clarity.	WH-CRF-004/16
02	01.01.2018	1. SOP format changed make to inline with SOP-QA-001-05. 2. Typographical errors were corrected in change history in line with changes.	CCF/GEN/17034
03		Return good / Rejected material lock and key access responsibility has been incorporated.	CCF/GEN/21019

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