Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-014-06	Effective Date:	01.01.2018
	Supersedes :	SOP-WH-014-05	Next Review Date:	31.12.2020
	Department:	Warehouse	Page:	1 of 3
TITLE: RE-TEST OF RAW MATERIALS				

1.0 PURPOSE:

To lay down the procedure for Re-testing of Raw materials in warehouse.

2.0 SCOPE:

This SOP is applicable for Re-testing of Raw materials/Packing 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:

Re – Test Date: The date when a material should be re-examined to ensure that it is still suitable for use.

5.0 PROCEDURE :

5.1 Whenever received material receipt note (MRN) from QC, Warehouse personnel shall enter the Re-test details in the “Re-test Material Monthly Planner” (WH014-FM063).

5.2 The Warehouse personnel shall verify the “Re-test Material Monthly Planner” on daily basis. If any material found for retest then check the stock in BIN card. If stock is available then Raw materials/Packing materials shall be transferred to the Quarantine area and affix / tie ‘Quarantine’ label beside the earlier approved status label and cross mark ‘X’ on earlier Approved Label and Sampled label.

5.3 Enter the details in “Re-test Material Entry Register” (WH014-FM029).

5.4 Warehouse personnel shall send the “Analytical Test Requisition for Re-testing materials” (WH014-FM067) to QC.

5.5 Re-testing of material can be allowed for three times. After third time Re-test material should be disposed off as per MSDS.

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5.6 Sampling shall be done by QC personnel in presence of Warehouse personnel in the sampling/dispensing area and sampled label shall be affixed by QC personnel on all the containers.

5.7 Warehouse personnel shall make necessary arrangements to reseal the containers and transfer the containers to the quarantine area.

5.8 After completion of the analysis, QC personnel shall affix the Approved/Rejected label based on the result. Warehouse personnel shall transfer the material to Approved/Rejected material storage area.

5.9 If the material rejected, Warehouse personnel shall shift the material to rejected material storage area and follow the instruction by QA to dispose the rejected material.

5.10 Record the details in “Re-test Material Entry Register”.

5.11 A separate BIN card shall be maintained for retest Raw material/Packing material with Retest In-house batch number.

5.12 Re-tested material can be issued to production within a Re-tested period.

5.13 If the first time Re-tested materials are not consumed beyond its Re-test period, the material should be send for Re-test prior to issue to the production requirement. Material shall be transferred to quarantine area and affix / tie ‘Quarantine’ label beside the earlier approved status label and cross mark ‘X’ on earlier Approved Label and Sampled label.

5.14 If the material is not required to production keep the material encircle with yellow rope at the same approved area with status “Pending for retest”.

6.0 FORMATS / ANNEXURE(S):

6.1 Re -test Material Inward Register : WH014-FM029

6.2 Re- test Material Monthly Planner : WH014-FM063

6.3 Analytical Test Requisition for Re - testing material : WH014-FM067

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	24.01.2011	New SOP is introduced.	---
01	01.04.2012	SOP procedure is implemented and Re-test period of raw materials.	---
02	01.04.2015	Revised as per periodical review.	---
03	05.07.2016	SOP revised by enhanced procedure.	---
04	01.09.2016	Retest monthly planning record incorporated and procedure modified for better clarity.	---
05	01.01.2017	1. SOP format changed make in line with SOP-QA-001-04 2. Department code changed to warehouse i.e. WH. 3. Analytical Test Requisition for Re - testing material included. 4. Re -test Material Inward Register contents were modified. 5. Altogether procedure has rephrased for better clarity.	WH-CRF-004/16
06	01.01.2018	SOP format changed make in line with SOP-QA-001-05	CCF/GEN/17034

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