1. **PURPOSE:**

To lay down the procedure for Handling of Rejected Materials.

1. **SCOPE:**

This SOP is applicable Handling of Rejected Materials in Warehouse at Discovery.

1. **RESPONSIBILITY:**
   1. It is the responsibility of the Warehouse personnel to follow this procedure.
   2. Head -Warehouse / Designee is responsible for implementing the procedure.
2. **Definitions:**

NIL

1. **PROCEDURE :**
   1. QC Chemist shall paste the ‘Rejected Label’ on the container/Packages, whenever the material found not complying with the pre-determined specifications.
   2. Transfer the rejected materials to the rejected area.
   3. Enter the required details in the ‘Rejected materials Log’ (WH018-FM019).
   4. Inform to purchase department by way of an inter office communication whenever received the rejection note from QA.
   5. The purchase department informs the concerned vendor regarding the rejection.
   6. Return the rejected materials to the vendor after fulfilling the Non Returnable Gate Pass and Excise formalities if any.
   7. Enter the Non Returnable Gate Pass number and details in the ‘Rejected Material Log’ (WH018-FM019).
   8. When the material is returning to vendor, file the documents i.e, Analytical test requisition and gate pass
   9. Send back the rejected material same way of material entry.
2. **Formats / annexure(S):**
   1. Rejected Raw Material Register : WH018-FM019
   2. List of Authorised Personnel for Entry into Rejected Material Storage Area: Annexure-1
3. **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 |