



Procedure

STORAGE OF GOODS

AUTHOR

Quality Assurance Assistant	Signature.....
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VERIFICATION

Quality Assurance Manager	Signature
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AUTHORIZATION

Quality Assurance Manager	Signature Date 22.04.2013
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Expiry Date **22/04/2015**



Re-Approvals Form

REAPPROVED ON _____
EXPIRES ON _____
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0. Revision Matrix

REVISION	DATE	UPDATE CARRIED OUT AND REASON FOR UPDATE
01		Date Rev. 00 Withdrawn
02		Date Rev. 01 Withdrawn
03		Date Rev. 02 Withdrawn
04		Date Rev. 03 Withdrawn
05		Date Rev. 04 Withdrawn
06		Date Rev. 05 Withdrawn
07		Date Rev. 06 Withdrawn
08		Date Rev. 07 Withdrawn
09		Date Rev. 08 Withdrawn



1. Scope and Application

To ensure proper placement of all goods in the warehouse.

2. Responsibility

Responsibility lies with the production manager.

Responsibility also lies with quality assurance for frequently verifying the application of this procedure.

3. Procedure

PRELIMINARY OPERATIONS, PLACEMENT AND RECORDING OF GOODS

Before taking charge of a batch of product/material, Quality Assurance has to ensure that the goods are placed under storage conditions as set forth in the pertinent internal specifications.

Carry out the following before placing a batch in its designated position:

- a) If the batch is not on pallets, it must be properly placed on a pallet.
- b) It is recommended that different materials or different batches of the same material are not placed on the same pallet. You may however derogate from this requirement in the case of batches with a very low volume (as in the case of individual containers), provided that they are physically well separated (using dividers, cartons, etc.) or containers are clearly different.
- c) Platforms shall be raised from the floor to permit adequate cleaning.
- d) It is absolutely mandatory to place heavier and more frequently used materials lower. Store these in such a manner so as to preclude accidental drops during operations. Place batches of materials in such a way that batches with the earliest retest date are taken out first for dispensing.
- e) The attendants position the goods taking into account the basic principle that **ANY CONFUSION BETWEEN DIFFERENT GOODS OR DIFFERENT BATCHES OF THE SAME GOODS MUST BE AVOIDED**; in the case of under-floor bins, individual batches must be physically separated from each other by barriers, chains or similar measures.
- f) Keep materials stored in their original, sealed containers in order to prevent contamination or attack by micro-organisms. Under no condition should containers be opened within the warehouse. In the case of dispensing, this is done in the sampling room in accordance with the pertinent procedure, in order to prevent cross-contamination.



Goods are placed in the quarantine area until they are analyzed by the Quality Control Laboratory and then transferred from the quarantine area to the approved area, once approved by Quality Control. These areas are well identified by means of green approved labels.

Rejected goods are transferred into the appropriate rejected goods area and identified by affixing the red label, "Rejected". This area is also used for the storage of goods which cannot be used because they are expired, rejected or returned.

The area used for the storage of rejected goods must be segregated, both in the raw material warehouse and in the finished goods warehouse.

Quality Assurance carries out frequent checks to ensure that the above system is strictly followed and maintained.

4. Documentation

The labels and record sheets used in completing the steps in this procedure are described in specification M.SPC.001 "Warehouse Documentation" and in the pertinent FORMs.