



## Procedure

# TRANSFER OF GOODS TO OTHER DEPARTMENTS

### 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 \_\_\_\_\_  
QUALITY ASSURANCE \_\_\_\_\_

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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01		Date Rev. 00 Withdrawn
02		Date Rev. 01 Withdrawn
03		Date Rev. 02 Withdrawn
04		Date Rev. 03 Withdrawn
05		Date Rev. 04 Withdrawn
06		Date Rev. 05 Withdrawn
07		Date Rev. 06 Withdrawn
08		Date Rev. 07 Withdrawn
09		Date Rev. 08 Withdrawn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 regulate all the operations of transferring materials from the warehouse to other parts of the facility (raw materials, intermediates, etc.).

## 2. Responsibility

Responsibility lies with the person assigned responsibility of the warehouse.

## 3. Procedure

- a) Goods can be dispensed only on presentation of the **Goods Dispensing Form** by the function requesting the material. The form is issued by the function making the request as defined in M.SPC. 001. The original copy remains in the warehouse while a copy is returned to the function making the request. For goods intended for production, the goods dispensing form is replaced by the bill of materials.

Dispense materials on the basis of their retest date: Materials with the earliest retest dates are dispensed first. Quality Assurance carries out frequent inspections to ensure that this requirement is met.

Goods are transferred from the raw materials warehouse to the production area inside and thus without being covered.

Transfer of raw materials must be made through the use of new plastic drums which must be thrown after use.

At the end of production, products synthesized within the production line are brought into warehouse 12MF from the outside and are thus covered with the appropriate cloths available in production.

All media used for the movement of goods, must be cleaned with special paper (lint-free wipes) and detergent prior to their use.

- b) Prior to handling, weighing and fractionation of raw materials, warehouse personnel must first carry out the following checks, comparing them with the accompanying documents:
- Identity.
  - Correct labeling: code, name, batch number, quantity, status. Warehouse can dispense only "approved" batches; any exceptions to this rule must be justified in writing and approved by quality assurance.
  - State of integrity and cleanliness of packaging.

In the case that faults are found during these checks, inform the direct superior, who inquires with quality assurance before proceeding.

- c) Any product fractionation operations must be carried out in designated areas and as set forth in the operative instruction M.SOP. 005/SOI. 01 attached.



- d) Different products or different batches of the same product should never be handled in the same area simultaneously.
- e) At each change of product the area must first be cleaned from any product residue, by cleaning the area and fixed equipment in accordance with the procedures in force. All previously used tools must also be removed.
- f) The disposal of outgoing materials is recorded in real time on the warehouse record sheet. In the case of goods intended for production, disposal must be carried out at the end of the process, when any remainders are returned to the warehouse accompanied by the bill of materials. A statement of the quantities delivered to production is recorded on the bill of materials.

#### **4. Documentation**

The goods dispensing forms are stored in the warehouse on the date of issue and kept in stock for 10 years.

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