


| | | | |
|---|--|--------------------|-------------|
|  | SMSA P.O. Box 63259 Riyadh 11526, K.S.A. | Document ID | SMSA-HC04 |
| | STANDARD OPERATING PROCEDURE STOCK HANDLING AND STOCK CONTROL | Revision no. | 06 |
| | | Effective Date | 01-06-2025 |
| | | Next Revision Date | 31-05-2027 |
| | | Function | Warehouse |
| | | Page | Page 1 of 4 |

1.0 PURPOSE

- 1.1 The purpose of this procedure is to lay down the stock handling and stock control in SMSA Warehouse to meet the operational requirements.

2.0 SCOPE

- 2.1 This procedure is applicable to all SMSA Employee working with pharmaceutical Warehouse.

3.0 ABBREVIATIONS/ DEFINITION

| No. | Term | Description |
|-----|------|------------------------------|
| 3.1 | SOP | Standard Operating Procedure |
| 3.2 | WMS | Warehouse Management System |
| 3.3 | AWB | Air Way Bill |
| 3.4 | DN | Delivery Note |
| 3.5 | No. | Number |

4.0 RESPONSIBILITY

- 4.1 The Warehouse Project Manager or Pharmacist shall be responsible for the implementation and update for this procedure to fulfill operational and customer requirements.

5.0 PROCEDURE

5.1 Housekeeping

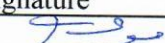
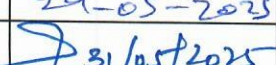
- 5.1.1 All items in this warehouse are to be maintained in clean and dry condition.


5.2 Security and Safety

- 5.2.1 The staffs working in SMSA Warehouse shall have security access to perform warehouse and delivery operations authorized based on the nature of work by the management.
- 5.2.2 Keys of the SMSA Warehouse are issued as per Key Card system to authorized staffs.
- 5.2.3 If staffs have any requirement to extend their working hours, Warehouse Supervisor must be notified and authorize the overtime.
- 5.2.4 Staffs are to put on safety gear while performing their duties.
- 5.2.5 Visitors or contractors must be escorted in/out of the warehouse.

5.3 Stock Handling and Stock Control

5.3.1 Inbound Receiving:

| | Name & Designation | Signature |
|----------------------------------|---|---|
| Author/ Originator of Doc Change | MOAYAD MOHAMMEDAN PHARMACIST |  29-05-2025 |
| Reviewer (Process Owner) | M. J. m. Jareed Warehouse Supervisor |  31/05/2025 |

| | | | | |
|---|--|--|--------------------|-------------|
|  | SMSA P.O. Box 63259 Riyadh 11526, K.S.A. | | Document ID | SMSA-HC04 |
| | STANDARD OPERATING PROCEDURE STOCK HANDLING AND STOCK CONTROL | | Revision no. | 06 |
| | | | Effective Date | 01-06-2025 |
| | | | Next Revision Date | 31-05-2027 |
| | | | Function | Warehouse |
| | | | Page | Page 2 of 4 |

5.3.1.1 Items received from suppliers and customer returns are to be held at 'Receiving Processing and Staging Area' for checking before storage.

5.3.1.2 Once items are checked, they have to be taken into account in WMS, with receipt information on description, quantity, lot / batch number and shelf life expiry date etc. to be captured and generate Receipt Document.

5.3.1.3 Items will be assigned a storage location to maintain its easy retrieval and traceability.

5.3.2 Storage:

5.3.2.1 Pallet racking system is provided for keeping pharmaceutical items and equipment that requires air conditioned storage. All racking are assigned with location numbering system and updated in the WMS for storage identification and traceability.

5.3.2.2 All items are stored with bar code label with lot / batch number and expiry date for traceability.

5.3.2.3 Quarantine location is marked for the segregation of expired/ rejected/damaged/ recalled/ condemned items.

5.3.2.4 Items placed under storage are subjected to customer's regular audit and stock check.

5.3.3 Issuance and Delivery:

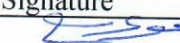
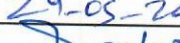
5.3.3.1 Items required by customers will be processed through Order Management system in WMS and issue document (AWB/DN) to be generated.


5.3.3.2 First-Expired-First-Out for items to be issued is tracked in WMS.

5.3.3.3 The required items are picked and packed according to the Issue document for item description, quantities, batch number and expiry date. Appropriate carton boxes will be used for the packing.

5.3.3.4 The items will be checked against DN for pick and pack in the containers for delivery.

5.3.3.5 Upon arrival at customer site, customer is to acknowledge receipt by signing on the delivery document.

| | Name & Designation | Signature |
|----------------------------------|---|---|
| Author/ Originator of Doc Change | MOAYAD MOHAMEDAN PHARMACEUT |  29-05-2025 |
| Reviewer (Process Owner) | M. J. M. - Jaseed Warehouse Supervisor |  31/05/2025 |
| Approving Authority | | |

| | | | |
|---|--|--------------------|-------------|
|  | SMSA P.O. Box 63259 Riyadh 11526, K.S.A. | Document ID | SMSA-HC04 |
| | STANDARD OPERATING PROCEDURE STOCK HANDLING AND STOCK CONTROL | Revision no. | 06 |
| | | Effective Date | 01-06-2025 |
| | | Next Revision Date | 31-05-2027 |
| | | Function | Warehouse |
| | | Page | Page 3 of 4 |

5.3.4 Disposal:

- 5.3.4.1 Customer's written approval is required prior to any disposal of stock.
- 5.3.4.2 Products that are placed under quarantine (expired/damaged) location Will be processed for disposal. Method of disposal to be approved and advised by customer.
- 5.3.4.3 All disposals are to be documented with types of products and reason for disposal.
- 5.3.4.4 Notification shall be served to Customers. Witnessing the disposal at disposal sites is mandatory.
- 5.3.4.5 All disposals are to be done following the waste management/Waste manifest Procedure.

5.3.5 Cycle Count:

- 5.3.5.1 The Warehouse Coordinator is to plan for the stock check with the assistance of Storage Team Leader and Inventory Clerk to carry out the stock check.
- 5.3.5.2 The scope of stock check for products should cover:
 - 5.3.5.2.1 Quantity, (if any surplus & deficiency)
 - 5.3.5.2.2 Shelf Life
 - 5.3.5.2.3 Lot/ Batch Number
 - 5.3.5.2.4 Label
 - 5.3.5.2.5 Counterfeit
 - 5.3.5.2.6 Equipment serial number
 - 5.3.5.2.7 Condition
- 5.3.5.3 The procedure for Stock Check Requirement shall be followed.

6.0 RECORD

| Title Of Record | Custodian | Retention Period |
|-----------------|-----------|------------------|
| NA | NA | NA |

7.0 Attachment

NA

8.0 DOCUMENT CHANGE RECORD

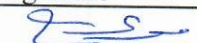
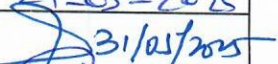
| Rev No. | Effective Date | Nature of Change | Document Change Request No. |
|---------|----------------|------------------|-----------------------------|
| 00 | 28-11-2016 | New Document | NA |

| | Name & Designation | Signature |
|----------------------------------|--|------------|
| Author/ Originator of Doc Change | MOHAMAD MOHAMEDAN PHARMACEUT | 28-05-2023 |
| Reviewer (Process Owner) | M. J. M - Jazeed Warehouse Supervisor | 31/05/2025 |

| | | | |
|---|--|--------------------|-------------|
|  | SMSA P.O. Box 63259 Riyadh 11526, K.S.A. | Document ID | SMSA-HC04 |
| | STANDARD OPERATING PROCEDURE STOCK HANDLING AND STOCK CONTROL | Revision no. | 06 |
| | | Effective Date | 01-06-2025 |
| | | Next Revision Date | 31-05-2027 |
| | | Function | Warehouse |
| | | Page | Page 4 of 4 |

| | | | |
|----|------------|---|--|
| 01 | 05-02-2018 | Changes Made in the SOP as follows. <ul style="list-style-type: none"> SOP Format updated to uniform all SOPs. SOP Document ID amended as SMSA-HC unique ID format for all SOP. Incorporated point 3 for abbreviations used in SOP. Amended point 4.1 for the responsibility of Assistant manager and Manager by removing the responsibility of warehouse Supervisor. Amended the point 5.3.3.1 by explaining the Indent system which is Order management 3PL system and removed the term Indent to make statement easy. Amended the point 5.3.4.5 by adding follow of waste management procedure for disposal. Amended the point 5.3.5.1 by adding the responsibility of Assistant manager and Coordinator and removing the responsibility of Supervisor. | |
| 02 | 27-11-2018 | <ul style="list-style-type: none"> Periodic Revision | |
| 03 | 22-11-2020 | <ul style="list-style-type: none"> Periodic Revision | |
| 04 | 22-11-2022 | <ul style="list-style-type: none"> Periodic Revision | |
| 05 | 01-07-2024 | <ul style="list-style-type: none"> 3PL removed. From Abbreviations. | |

END OF THE DOCUMENT

| | Name & Designation | Signature |
|----------------------------------|---------------------------------------|---|
| Author/ Originator of Doc Change | MOAYAD MOHAMMEDAW PHARMACUT |  |
| Reviewer (Process Owner) | M-S-M. Jareed Warehouse Supervisor | 29-05-2025  |