	<b>SMSA</b> P.O. Box 63259 Riyadh 11526, K.S.A.		Document ID	SMSA-HC20
	<b>STANDARD OPERATING PROCEDURE</b> <b>Self-Inspection</b>		Revision no.	05
			Effective Date	01-06-2025
			Next Revision Date	31-05-2027
			Function	Warehouse
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## 1.0 PURPOSE

- 1.1 Self-inspection is conducted and recorded in order to monitor the implementation and compliance with Good Distribution Practices (GDP).

## 2.0 SCOPE

- 2.1 This procedure is applicable to SMSA Project Manager or Assistant Project Manager and personnel involved in the Good Distribution Practices (GDP).

## 3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	GDP	Good Distribution Practice
3.3	FEFO/FIFO	First Expiry First Out/First In First Out
3.4	AHU	Air Handling Unit
3.5	PPE	Personal Protective Equipment
3.6	NC	Non Conformance/Conformity

## 4.0 RESPONSIBILITY



- 4.1 It is the responsibility of the SMSA Project Manager or Assistant Project Manager to make sure that the Self inspection is being conducted and recorded properly.


## 5.0 PRECAUTION/INSTRUCTION

- 5.1 Self-inspection shall be conducted and recorded properly.

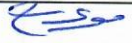
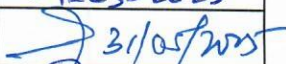
## 6.0 PROCEDURE

- 6.1 For the persons involved in self-inspection, the frequency and the criteria should be maintained.
- 6.2 The following general points should be considered for inspector:
- 6.2.1 General Information.


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

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
- 6.2.1.1 Any contract for warehouse
- 6.2.1.2 Any contract for vehicles
- 6.2.2 Personnel
  - 6.2.2.1 Name and designation of personnel
  - 6.2.2.2 Training program and records
  - 6.2.2.3 Hygiene
- 6.2.3 Premises and Facilities
  - 6.2.3.1 Capacity
  - 6.2.3.2 Security
  - 6.2.3.3 Lights and ventilation
- 6.2.4 Cleanliness
  - 6.2.4.1 Dry and clean
  - 6.2.4.2 Cleaning SOPs and program
  - 6.2.4.3 Cleaning records
- 6.2.5 Storage of products
  - 6.2.5.1 Storage off ground
  - 6.2.5.2 Segregation
  - 6.2.5.3 Precautions against deterioration
  - 6.2.5.4 Storage – Sunlight, Security
  - 6.2.5.5 Identify materials that require special handling
  - 6.2.5.6 Temperature & Humidity Monitoring System
  - 6.2.5.7 Cold storage
  - 6.2.5.8 Materials labeled
  - 6.2.5.9 Written procedure on storage and distribution
- 6.2.6 Pest Control
  - 6.2.6.1 Appropriate program
  - 6.2.6.2 Insect killers
- 6.2.7 Receiving and Handling
  - 6.2.7.1 Procedure
  - 6.2.7.2 Appropriate types of checks conducted
  - 6.2.7.3 Distribution records and duration of storage
- 6.2.8 Distribution records and duration of storage
  - 6.2.8.1 FEFO/FIFO
  - 6.2.8.2 Stock Reconciliation
  - 6.2.8.3 Cycle Count
- 6.2.9 Stock Reconciliation
  - 6.2.9.1 Written procedure
  - 6.2.9.2 Security, Storage condition, Protection


	Name & Designation	Signature
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- 6.2.9.3 Specialized means for special products
- 6.2.10 Disposal
  - 6.2.10.1 Written procedure for disposal
- 6.2.11 Documentation
  - 6.2.11.1 Documentation system
  - 6.2.11.2 SOP signed and formalized
  - 6.2.11.3 Computerized record
- 6.2.12 Product Complaints
  - 6.2.12.1 SOP and records
  - 6.2.12.2 System for investigation and review
- 6.2.13 Recall
  - 6.2.13.1 SOP and records
  - 6.2.13.2 Designated person
- 6.2.14 Returned Goods
  - 6.2.14.1 SOP and records
  - 6.2.14.2 Authorization for re-sale
- 6.2.15 Self-Inspection
  - 6.2.15.1 SOP and records
- 6.2.16 Availability of procedures and records
  - 6.2.16.1 Training
  - 6.2.16.2 Cleaning / Sanitization
  - 6.2.16.3 Pest Control
  - 6.2.16.4 Receiving, handling, delivery and disposal
  - 6.2.16.5 Complaints
  - 6.2.16.6 Recalls
  - 6.2.16.7 Returns
  - 6.2.16.8 Self-Inspection
- 6.2.17 Environmental Conditions
  - 6.2.17.1 Hazardous Waste Management
  - 6.2.17.2 Recycling of Wooden Pallets, Plastic and Cardboard.
  - 6.2.17.3 Spill Oil management,
  - 6.2.17.4 Diesel Tank
  - 6.2.17.5 Disposal of damage equipment/Furniture.
  - 6.2.17.6 Safety Conditions
  - 6.2.17.7 Fire monitoring System
  - 6.2.17.8 Alarm Monitoring systems.
  - 6.2.17.9 AHU.
  - 6.2.17.10 Emergency Exit doors

	Name & Designation	Signature
Author/ Originator of Doc Change	MAYAD NCHAMEDAIN PHARMACIST	 29-05-2025
Reviewer ( Process Owner)	M. J. m. Jaseu Warehouse Supervisor	 31/05/2025
Approving Authority		

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6.2.17.11 PPEs availability and usage.

6.2.17.12 Cartons Stockings

6.2.17.13 Forklifts

6.2.17.14 Emergency Lights

6.2.17.15 First Aid Boxes

- 6.3 Self-inspections should be recorded. Reports should contain all observations made during the inspection and, where applicable, proposals for corrective measures.
- 6.4 There should be an effective follow-up program. Quality Department should evaluate the inspection report, and corrective actions taken, by checking the Incidents/NCs rose during inspection if any and their closure semiannually.
- 6.5 Self-inspections conducting semiannually.

## 7.0 RECORD


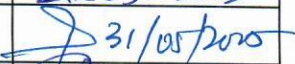
Title of Record	Custodian	Retention Period
NA	NA	NA

## 8.0 Attachment

NA

## 9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	23-10-2016	New Document	NA
01		Changes Made in SOP as follows: <ul style="list-style-type: none"> <li>SOP Document ID amended as SMSA-HC unique ID format for all SOP.</li> <li>Incorporated abbreviations under section 3.</li> <li>Incorporated point 6.2.17 for environmental conditions.</li> <li>Amended point 6.4 by adding to check the NC and closure semiannually for inspection report.</li> </ul>	
02	29-12-2021	<ul style="list-style-type: none"> <li>Incorporated point 6.5 Self-inspections conducting semiannually.</li> </ul>	

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Reviewer ( Process Owner)	M. J. M. Jarew Warehouse Supervisor	29-05-2023 
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