



SMSA
P.O. Box 63259 Riyadh 11526, K.S.A.

Revision no.

09

SOP INDEX

Effective Date

01-06-2025

Function

Warehouse

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1	SMSA-HC01	Mandatory Requirements	05	01-06-2025	31-05-2027	-
2	SMSA-HC02	Inbound Receiving Process	06	01-06-2025	31-05-2027	-
3	SMSA-HC03A	Processing and Dispatch Orders	07	01-06-2025	31-05-2027	-
4	SMSA-HC03B	Issuance, Delivery & Return Operations for Cold Chain Items	07	01-06-2025	31-05-2027	-
5	SMSA-HC04	Stock Handling and Stock Control	06	01-06-2025	31-05-2027	-
6	SMSA-HC05	Storage and handling of Cold chain items	05	01-06-2025	31-05-2027	-
7	SMSA-HC06	Contingency procedure During Delivery	06	01-06-2025	31-05-2027	-
8	SMSA-HC08	Cold and Freezer room Operations	08	01-06-2025	31-05-2027	-
9	SMSA-HC09	Product Quarantine and Disposal	05	01-06-2025	31-05-2027	-
10	SMSA-HC11	Product Complaint	05	01-06-2025	31-05-2027	-
11	SMSA-HC12	Recall Procedure	06	01-06-2025	31-05-2027	-
12	SMSA-HC13	Cycle Count	05	01-06-2025	31-05-2027	-
13	SMSA-HC15	Maintenance and cleaning schedule of Vehicles/Trucks	05	01-06-2025	31-05-2027	-
14	SMSA-HC16	Handling of damage containers containing spilled pharmaceuticals	05	01-06-2025	31-05-2027	-
15	SMSA-HC17	Temperature monitoring of trucks in transit and Record	05	01-06-2025	31-05-2027	-
16	SMSA-HC18	Training Procedure	05	01-06-2025	31-05-2027	-
17	SMSA-HC19	Disciplinary Action	05	01-06-2025	31-05-2027	-
18	SMSA-HC20	Self-Inspection	05	01-06-2025	31-05-2027	-

Author/ Originator of Doc Change	Name & Designation MOAYAD MOHAMEDAN PHARMACIST	Signature 29-05-2025
Reviewer (Process Owner)	M. J. M. Tareed Warehouse Supervisor	31/05/2025
Approving Authority	Joseph Sh. Lozano	31/5/25



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19	SMSA-HC21	Quality System for Pharmaceutical warehouse	05	01-06-2025	31-05-2027	-
20	SMSA-HC22	To prepare, Review and approval of Standard Operating Procedure	05	01-06-2025	31-05-2027	-
21	SMSA-HC23	Good Storage Practices	06	01-06-2025	31-05-2027	-
22	SMSA-HC24	General and EHS inspection for Warehouse	05	22-04-2025	22-04-2027	-
23	SMSA-HC25	Numbering of Warehouse, Equipment and instrument	05	29-04-2025	29-04-2027	-
24	SMSA-HC26	Recording of temperature in Warehouses, Cold rooms and Freezer rooms	05	23-04-2025	23-04-2027	-
25	SMSA-HC27	Operations of AHUs	05	24-04-2025	24-04-2027	-
26	SMSA-HC28	Operations of Chiller and Water Pumps.	05	26-04-2025	26-04-2027	-
27	SMSA-HC29	Emergency Alarm Response system	05	27-04-2025	27-04-2027	-
28	SMSA-HC30	Operation of 500 KW Diesel Generator	05	29-04-2025	29-04-2027	-
29	SMSA-HC31	Cleaning of AHU Filters	05	01-05-2025	01-05-2027	-
30	SMSA-HC32	Preventive Maintenance of AHUs	05	30-04-2025	30-04-2027	-
31	SMSA-HC33	Handling of damaged or spoiled pharmaceuticals in containers during transportation	02	01-06-2025	31-05-2027	-

Author/ Originator of Doc Change	Name & Designation	Signature
Reviewer (Process Owner)	MOAYAD MOHAMEDAIN PHARMACIST	29-05-2025
Approving Authority	M. S. M. Javed Warehouse Supervisor	31/05/2025
	Imghat S. Cos. MGR	31/5/25