

SOP: Product Segregation and Storage Allocation

This SOP details the procedures for **product segregation and storage allocation**, emphasizing the systematic separation of products based on type, quality, and regulatory requirements to prevent contamination and ensure traceability. It includes guidelines for identifying storage zones, assigning designated areas for different product categories, labeling and documentation protocols, and maintaining optimal storage conditions. The objective is to optimize inventory management, facilitate efficient retrieval, and uphold product integrity throughout the storage period.

1. Purpose

To establish procedures for segregating and allocating storage for products to ensure product integrity, prevent contamination, and facilitate traceability and efficient inventory management.

2. Scope

This SOP applies to all warehouse and storage personnel involved in the handling, segregation, and storage of products in the facility.

3. Responsibilities

- **Warehouse Manager:** Ensures compliance with this SOP, designates storage areas, and conducts regular audits.
- **Warehouse Staff:** Follows segregation, storage, and labeling practices, and maintains records.
- **Quality Assurance:** Monitors storage conditions, reviews documentation, and verifies adherence to segregation requirements.

4. Procedure

1. Identify Storage Zones

- Divide the storage facility into clearly marked zones based on product type, quality status, and regulatory requirements (e.g., raw materials, finished goods, quarantined products).
- Maintain separation between products that pose a risk of cross-contamination.

2. Assign Designated Areas

- Assign a unique storage area to each product category, ensuring distinct boundaries (physical barriers or clear markings) between zones.

3. Labeling and Signage

- Label storage areas and shelves with product names, categories, lot numbers, and status indicators (e.g., Released, On Hold, Rejected).
- Display clear signage for restricted or hazardous areas.

4. Documentation and Record Keeping

- Record product location, lot/batch number, and status in the inventory management system upon receipt and relocation.
- Update records promptly following any product movement.

5. Maintain Storage Conditions

- Monitor temperature, humidity, and other environmental parameters as per product requirements.
- Document periodic checks in a storage conditions log.

6. Audit and Review

- Conduct regular audits of storage areas to verify compliance with segregation and documentation requirements.

5. Storage Zone Example Table

Zone	Product Type	Label Color	Storage Condition
Zone A	Raw Materials	Blue	Ambient, Dry
Zone B	Finished Goods	Green	Temp 15-25Å°C
Zone C	Quarantine	Yellow	Isolated, Secured
Zone D	Rejected/Returned	Red	Secured

6. References

- GMP Guidelines for Warehousing and Distribution
- Internal Quality Manual
- Local Regulatory Requirements

7. Revision History

Version	Date	Change Description	Author
1.0	2024-06-15	Initial release	Warehouse Manager