

SOP: Handling Damaged or Expired Products

Procedure

This SOP details the **handling of damaged or expired products** procedure, encompassing identification, segregation, documentation, and proper disposal of such items. It ensures compliance with safety and quality standards by preventing the distribution or use of compromised products. The procedure also includes employee responsibilities, reporting protocols, and measures to minimize product loss and environmental impact.

1. Purpose

To outline a standardized procedure for the effective handling, segregation, documentation, and disposal of damaged or expired products, ensuring product quality and regulatory compliance.

2. Scope

This procedure applies to all employees involved in the storage, handling, and distribution of products within the organization.

3. Responsibilities

- **Employees:** Identify and report damaged or expired products; follow segregation protocols.
- **Supervisors/Managers:** Oversee the process, ensure documentation, and coordinate disposal.
- **Quality Assurance:** Monitor compliance and maintain records for auditing.

4. Procedure

1. **Identification**
 - Inspect products regularly during receiving, storage, and picking for signs of damage or expiration.
2. **Segregation**
 - Immediately remove affected products from saleable stock.
 - Place in a clearly marked "Quarantine" area to prevent accidental distribution.
3. **Documentation**
 - Record product details: name, batch/lot number, quantity, reason for segregation, date identified, and responsible personnel.
 - Fill out a Damaged/Expired Product Report.
4. **Reporting**
 - Notify the supervisor and quality assurance team immediately.
5. **Disposition**
 - Determine and authorize the appropriate method of disposal (e.g., return to supplier, destruction, or recycling) according to company policy and local regulations.
6. **Disposal**
 - Follow environmental and safety guidelines for product disposal.
 - Document the method, quantity, and date of disposal.
7. **Record Keeping**
 - Maintain all related documentation for auditing and future reference for a minimum of 2 years.

5. Preventive Measures

- Implement routine training on product handling and expiration checks.
- Monitor inventory turnover to minimize expiry risks.
- Improve storage conditions to reduce chance of product damage.

6. Related Documents/Forms

- Damaged/Expired Product Report Form
- Disposal Authorization Form
- Inventory Control Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial Release	SOP Team