



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Cleaning & Operation of RLAF (Dispensing Booth)

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0 OBJECTIVE:

To lay down a procedure for cleaning & operation of R-LAF in Dispensing Booth.

2.0 SCOPE:

The Procedure is applicable for the cleaning & operation of R-LAF in Dispensing booth.

3.0 RESPONSIBILITY:

Stores- Officer, Executive,
Engineering- Officer ,Executive,
Head Stores , Head Engineering

4.0 PROCEDURE:

4.1 Cleaning : (After completion of dispensing of every product)

- 4.1.1 Ensure that no materials are available under RLAF.
- 4.1.2 Remove all utensils from RLAF.
- 4.1.3 Switch off the electric supply by pushing blower button.
- 4.1.4 Remove the residue of material from the R-LAF Area by using Vacuum Cleaner or Mope.
- 4.1.5 Clean the floor, wall, light fixings, grills, surface & corners of R-LAF, SS table & weighing balance platform with wet mop dipped in 1% v/v teepol solution followed by purified water.
- 4.1.6 Sanitize the same with the help of 2.5% v/v Savlon/2.5% v/v Dettol solution (every alternate day).
- 4.1.7 Record the cleaning activity in dispensing log (Refer SOP, Annexure-I)

4.2 Cleaning of Pre-Filters (Combination Filters).

Frequency: Weekly done by Engineering department. If pressure reading is out of limit then clean the filter before due date.

- 4.2.1 Ensure that there should not be any material kept inside.



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- 4.2.2 Switch off the R-LAF from by pushing blower button.
- 4.2.3 Dismantle the Pre-filter (Combination filter) from the R-LAF.
- 4.2.4 Put the filters in double poly bag & close the bag with help of cable tie.
- 4.2.5 Affix a label "TO BE CLEAN" and handover the same to Engineering department for cleaning.
- 4.2.6 Engineering department shall clean the filter as per the defined procedure.
- 4.2.7 After cleaning done, engineering department shall affix the label of CLEANED and handover the filters to store department.
- 4.2.8 Clean the area with the help of wet mop dipped in 1% v/v teepol solution followed by purified water.
- 4.2.9 Sanitize the R-LAF surface, SS Table & platform of the balance with 2.5% v/v Savlon / 2.5% v/v Dettol solution (every alternate day).
- 4.2.10 Take the clean filters from engineering department and put them back in place.
- 4.2.11 Record the cleaning activity in dispensing log. (Refer SOP STR/006, Annexure-I)

4.3 Operation of R-LAF :

- 4.3.1 Enter into dispensing area through Man Air Lock.
- 4.3.2 Check the cleanliness of R-LAF and area.
- 4.3.3 Switch "ON" the button of Tube light.
- 4.3.4 Switch "ON" the button of blower.
- 4.3.5 Ensure the zero error of Magnehelic gauge of R-LAF before switching "ON"
- 4.3.6 Leave the R-LAF for 15 Minutes to attain the uniform flow.
- 4.3.7 Ensure that the differential air pressure of Magnehelic gauge is between 15 mm of WC to 30 mm of WC across the HEPA filter, the differential air pressure of Magnehelic gauge is between 7 mm of WC to 13 mm of WC across the combination filters (Pre-Filter) & the differential air pressure of Magnehelic gauge is between 15 mm of WC to 30 mm of WC across the Exhaust HEPA filters before starting dispensing operation.

Note: - Record the reading of differential air pressure of Magnehelic gauge across combination filters (15 micron pre-filter & 5 micron Intermediate filter), HEPA filters and Exhaust HEPA filter in Annexure - I.



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4.3.8 Record the reading of the Magnehelic gauge in the pressure reading record of R-LAF in Annexure - I. It should be within the limit ,if the reading is beyond the limit then immediately inform to Engineering department for taking corrective action.

4.3.9 After attaining the pressure reading within limit, perform the cleaning activity as per Sr. No. 4.1.1 to 4.1.7.

4.3.10 Restart the operation of R-LAF as mentioned in Sr. No. 4.3.1 to 4.3.7.

4.3.11 After completion of activity, switch “OFF” the R-LAF.

Note: In case of major breakdown of R-LAF during dispensing operation, the dispensed material shall be transferred to Day Store; the remaining material shall be packed & kept in Material Air lock.

Note: In case of measure breakdown of R-LAF, the remaining materials shall be dispensed in alternate dispensing booth after taking line clearance from QA.

5.0 ANNEXURE (S):

Annexure-I: Pressure Reading Record of R-LAF.

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

R-LAF : Reverse Laminar Air Flow

S.S : Stainless Steel

IPA : Iso Propyl Alcohol

HEPA : High Efficiency Particulate Air

WC : Water Column



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REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	NEW SOP	--

