

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE				
Department: Production	SOP No.:			
Title: Procedure for Cleaning & Sanitization of Drain Traps in Production Area	Effective Date:			
Supersedes: Nil	Review Date:			
Issue Date:	Page No.:			

1.0 OBJECTIVE:

To lay down a Procedure for Cleaning & Sanitization of Drain Traps in Production Area.

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This SOP is applicable for Cleaning & Sanitization of all the Drain Traps located in Production Area of

3.0 RESPONSIBILITY:

Officer/Executive – Production.

4.0 ACCOUNTABILITY:

Head – Production.

5.0 DEFINITIONS:

Not Applicable

6.0 PROCEDURE:

- **6.1** After cleaning of all the area, clean all the drain traps of production area daily as per below given procedure.
 - **6.1.1** Remove the trap valve covers of each drain hole one by one.
 - **6.1.2** Scrub each drain trap valve cover with scrubber.
 - **6.1.3** Flush each drain trap valve cover & drain hole with approx. 5 Liter of WFI.
 - **6.1.4** Flush and Clean the drain trap with 1liter of sodium lauryl sulphate solution very slowly.
- **6.2** Rinse with approx. 5 Liter of WFI & then flush with disinfectant solution.
- **6.3** Place the Drain trap valve cover at its position.
- **6.4** Fill all the drain traps with scheduled disinfectant solution of respective day.
- **6.5** Record the Cleaning & Sanitization details of Drain Traps as per Annexure I.
- 6.6 Frequency:



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- **6.6.1 Cleaning of Drain Traps:** At the End of the Activity/Once in a day (In case of No Production Activity)
- **6.6.2 Filling of Disinfectant Solutions in Drain Traps**: At the End of the Activity/Once in a day (In case of No Production Activity)
- **6.7** Record the Preparation & Consumption details of Disinfectant, SLS & in Annexure-II.

7.0 ABBREVIATIONS:

SOP Standard Operation Procedure

WFI Water for Injection

Ltd. Limited

No. Number

QA Quality Assurance

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cleaning & Sanitization Record of Drain Traps	
Annexure-II	Preparation & Consumption Record of Sodium Lauryl Sulphate (SLS)	

9.0 DISTRIBUTION:

Master Copy
 Quality Assurance Department

• Controlled Copy No. 01 Production Department

10.0 REFERENCES:

In-House



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11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		



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ANNEXURE – I CLEANING & SANITIZATION RECORD OF DRAIN TRAPS

Cleaning of Drain Traps: At the End of the Activity/Once in a day (In case of No Production Activity)

Filling of Disinfectant Solutions in Drain Traps: At the End of the Activity/Once in a day (In case of No. Production Activity)

S. No.	Date	Drain Point No.	Location	Ti	me	Cleaning of Details				Filling of Disinfectant in Drain Traps		
				From	То	Water (In Liter)	SLS Solution (In Liter)	Water (In Liter)	Scheduled Disinfectant Solution (In Liter)	Done By Sign & Date	Filled By Sign & Date	Checked By Sign



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ANNEXURE – II

PREPARATION & CONSUMPTION RECORD OF SODIUM LAURYL SULPHATE (SLS) Department: Line:

Block:	: Department: Line:						
Date	Name of Cleaning/Sanitizing Agent	Concentration Used	Prepared	Qty. Consumed	0	By Sign	Remarks
			(Liters)	(Liters)	Date	& Date	
	Sodium Lauryl Sulphate (SLS)	0.1% w/v					
	Sodium Lauryl Sulphate (SLS)	0.1% w/v					
	Sodium Lauryl Sulphate (SLS)	0.1% w/v					
	Sodium Lauryl Sulphate (SLS)	0.1% w/v					
	Sodium Lauryl Sulphate (SLS)	0.1% w/v					
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