



**STANDARD OPERATING PROCEDURE**

**Department:** Production

**SOP No.:**

**Title:** Cleaning and Filling of Isopropyl Alcohol Bottles

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

**1.0 OBJECTIVE:**

To lay down a procedure for Cleaning and Filling of Isopropyl Alcohol Bottles.

**2.0 SCOPE:**

This SOP is applicable for Cleaning and Filling of Isopropyl Alcohol Bottles used in to the Production Area at .....

**3.0 RESPONSIBILITY:**

Officer / Executive – Production

**4.0 ACCOUNTABILITY:**

Head – Production

**5.0 DEFINITIONS:**

Not Applicable

**6.0 PROCEDURE:**

**6.1** Isopropyl Alcohol Bottles shall be cleaned with Purified Water, if required using scrubber or brush for cleaning the Isopropyl Alcohol Bottles.

**6.2** Finally rinse the Isopropyl Alcohol Bottles with Water for Injection.

**6.3** The Isopropyl Alcohol Bottles shall be allowed to air dry.

**6.4** Finally mop the dried Isopropyl Alcohol Bottles with 70% IPA from outside.

**6.5** After cleaning, area supervisor shall check the Isopropyl Alcohol Bottles for satisfactory cleaning.

**6.6** After satisfactory cleaning fill the Isopropyl Alcohol in IPA Bottles.

**6.7** Record the cleaning details in “**IPA Bottles Cleaning and Filling Record**” as per format shown in **Annexure-I**.

**6.8 Frequency:** Daily



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### 7.0 ABBREVIATIONS:

WFI	Water for Injection
Ltd.	Limited
No.	Number
QA	Quality Assurance.
IPA	Isopropyl Alcohol

### 8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	IPA Bottles Cleaning and Filling Record	

### 9.0 DISTRIBUTION:

- Controlled Copy No.01      Production
- Controlled Copy No.02      Quality Assurance
- Master Copy                  Quality Assurance

### 10.0 REFERENCES:

Not Applicable

### 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		

