



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning of Pallets, Crates, Racks and Trolleys in Production area	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Pallets, Crates, Racks and Trolleys in Production Area.

2.0 SCOPE:

This SOP is applicable for Cleaning of Pallets, Crates, Racks and Trolleys 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 Precautions:

6.1.1 Ensure that the Cleaning activity shall be carried out under supervision.

6.1.2 Ensure that after Cleaning, Mops are placed on stand and allowed to dry.

6.2 Pallets Cleaning:

6.2.1 Clean the pallets with cloth soaked with water.

6.2.2 If pallets are soiled with stubborn material, Pallets shall be cleaned in Wash Area.

6.2.3 Pallets shall be cleaned with treated water, if required use scrubber or brush cleans the pallets.

6.2.4 Finally rinse the Pallets with Purified water.

6.2.5 The Pallets shall be allowed to air dry.

6.2.6 After cleaning, Area Supervisor shall check the Pallet for satisfactory cleaning.



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6.2.7 Cord the cleaning details in **“Pallets Cleaning Record”** as per format shown in **Annexure-I**.

6.2.8 Frequency: Once in week during shift end/as and when required.

6.3 Crates Cleaning:

6.3.1 Clean the Crates with cloth soaked with water.

6.3.2 If Crates are soiled with stubborn material, carats shall be cleaned in wash area.

6.3.3 Crates shall be cleaned with treated water, if required using scrubber or brush for cleaning the Crates.

6.3.4 Finally rinse the Crates with Purified water followed with wiping with dry cloth.

6.3.5 The Crates shall be allowed to air dry.

6.3.6 Finally mop the dried Crates with 70% IPA.

6.3.7 After cleaning, area supervisor shall check the Crates for satisfactory cleaning.

6.3.8 Record the cleaning details in **“Crates Cleaning Record”** as per format shown in **Annexure-II**.

6.3.9 Frequency: Once in week during shift end/as and when required.

6.4 Racks/Cupboards Cleaning:

6.4.1 Clean the Racks and Cupboards with cloth soaked with water.

6.4.2 If there is any spillage on Racks and Cupboards, inform to area supervisor and handle the material according to the instructions given in MSDS (Material Safety Data Sheet).

6.4.3 Frequency: Once in week during shift end/as and when required.

6.5 Trolley Cleaning:

6.5.1 Trolley used for material & Weight handling shall be cleaned at the end of the shift or when it is not in working.

6.5.2 Trolley shall be cleaned with water, dry with help of air and clean cloth and kept at the respective place.

6.5.3 Record the cleaning details in format as shown in **Annexure-III**.

6.5.4 Frequency: Once in week during shift end / as and when required.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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7.0 ABBREVIATIONS:

SOP	Standard Operation Procedure
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	Pallets Cleaning Record	
Annexure-II	Crates Cleaning Record	
Annexure-III	Trolley Cleaning 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		

