



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Cleaning of Racks

SOP No.:

Revision No.:

Effective Date:

Supersedes No.:

Review Date:

Page No.:

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1.0 OBJECTIVE:

To lay down a procedure for cleaning of slotted angle racks.

2.0 SCOPE:

This SOP is applicable for cleaning of racks in stores.

3.0 RESPONSIBILITY:

Stores – Officer, Stores Executive

Head Stores

4.0 PROCEDURE :

4.1 Select one compartment of a rack for cleaning at a time. Unload the materials from racks to clean pallets. Ensure that proper segregation of the material with respect to A.R. No. is done.

4.2 Wipe out the racks, panel sheets, all corners using a cloth duster dipped in water followed by dry lint free cloth.

4.3 Clean with disinfectant solution followed by dry lint free cloth.

4.4 Check and verify the cleanliness. Record the same in the Rack Cleaning Record; as per annexure I.

4.5 Clean the materials with dry lint free cloth, and keep them back onto the cleaned racks.

4.6 Frequency of cleaning :

4.6.1 Each rack shall be cleaned once in a week.

4.6.2 The racks which are due for cleaning on the holidays shall be cleaned on previous day of the holiday and the remaining racks shall be cleaned on next working day.

5.0 ANNEXURE (S):

Annexure – I : Rack Cleaning Record.



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6.0 REFERENCE (S):

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

7.0 ABBREVIATION (S) /DEFINITION (S):

- QA : Quality Assurance
- SOP : Standard Operating Procedure
- STR : Store
- A.R. No. : Analytical Report Number

REVISION CARD

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



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RACK CLEANING RECORD

Location		Month/Year														
DAY	RACK NO.	1 ST WEEK			2 ND WEEK			3 RD WEEK			4 TH WEEK			5 TH WEEK		
		Date	Done by	Checked By	Date	Done by	Checked By	Date	Done by	Checked By	Date	Done by	Checked by	Date	Done by	Checked by
MONDAY																
TUESDAY																
WEDNESDAY																
THURSDAY																
FRIDAY																
SATURDAY																
SUNDAY																