



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning of Utensils	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down the procedure for Cleaning of Utensils.

2.0 SCOPE:

This SOP is applicable for cleaning of SS bins & containers, Pallets, Hose pipes and Accessories.

3.0 RESPONSIBILITY:

Production: To perform and check the defined procedure.

Head Production: To ensure execution & compliance.

QA: To ensure the defined procedure.

4.0 PROCEDURE :

4.1 Cleaning procedure of SS containers:

4.1.1 Transfer the SS container to the washroom or clean in the same cubicle.

4.1.2 Wash the SS container with purified water, In case of container used for Film coating solution, If required, clean the container with 10 % v/v glacial acetic acid solution, using nylon scrubber followed by rinsing with purified water twice.

4.1.3 Enteric coating solution, If required, clean the container with 1N sodium hydroxide solution, using nylon scrubber and rinsing with purified water twice.

Note: Use nose mask and hand gloves when handling the solution.

4.1.4 Clean the SS containers with 1 % v/v Teepol solution using nylon scrubber.

4.1.5 Rinse the SS containers with running purified water to remove the detergent.

4.1.6 Finally Rinse the SS containers with purified water.

4.1.7 Air dry the containers or cleaned with dry lint free cloth.

4.1.8 Store the cleaned containers at designated place.



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4.2 **Cleaning procedure of HDPE containers:**

- 4.2.1 Transfer the container to the washroom.
- 4.2.2 Wash the container with purified water.
- 4.2.3 Clean the containers with 1% v/v Teepol solution using nylon scrubber.
- 4.2.4 Rinse the containers with running purified water to remove the detergent.
- 4.2.5 Finally Rinse the containers with purified water.
- 4.2.6 Air dry the containers or cleaned with dry lint free cloth.
- 4.2.7 Store the SS cleaned containers at designated place.

4.3 **Cleaning procedure of all Accessories like SS Scoops, SS Spatulas, SS baskets/Pipes and Jugs:**

- 4.3.1 Take the accessories to washroom and wash the accessories with purified water, In case used for Film coating solution,
If required clean it with 10% glacial acetic acid solution followed by rinsing with purified water twice.
Enteric coating solution, If required clean it with 1N sodium hydroxide solution, using nylon scrubber, followed by rinsing with purified water twice.
Note: Use nose mask and hand gloves when handling the solution.
- 4.3.2 Wash the accessories with 1% v/v Teepol solution using nylon scrubber.
- 4.3.3 Rinse the accessories with running purified water to remove the detergent.
- 4.3.4 Finally rinse the Accessories with Purified water and Store the clean accessories in a dry clean equipment rack and allow it to dry.

4.4 **Cleaning procedure of all Accessories like Sieve and Screen:**

- 4.4.1 Take the accessories like sieve and screen to washroom.
- 4.4.2 Wash the sieve and screen with purified water using nylon scrubber.
Then clean with 1% v/v Teepol solution using nylon scrubber to remove adhered materials.
Rinse the sieve and screen with running Purified water to remove the detergent and adhered materials, If the parts is not cleaned, then cleaned with hot water using nylon scrubber .
Finally rinse the sieve and screen with Purified water.
Ensure that the Sieve and Screen are visually cleaned and Store the cleaned sieve and screen



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4.4.4 along with equipments or in equipment rack.

4.4.5 **Cleaning procedure of Hose pipes used for suction of dust:**

Transfer the hose pipes to the washroom and Clean thoroughly each hosepipe with running

4.5 purified water on full open cork from one end to the other, both from inner and outer side, Then clean with 1 % v/v Teepol solution.

4.5.1 Rinse the hose pipes with running purified water to remove the detergent, If the above parts is not cleaned, then cleaned the hose pipes with hot water and then repeat the above procedure.

4.5.2 Dry the hosepipe using compressed air. Check the cleanliness and drying, and cover the mouths with stretch film.

Note: Hot water shall be prepared in Paste kettle of granulation area and it shall be transferred to

4.5.3 the required area in closed SS container.

Cleaning procedure of Hose pipes used for purified water:

Completely drain the water from hose pipes after cleaning activity and dry the hosepipe using compressed air or drain the water completely.

4.6 Check the complete dryness of hose pipes before storage and store the hose pipes in cleaned

4.6.1 polybag and tighten the polybag properly.

Note: Dedicated hose pipes should be used for Purified water.

4.6.2 **Cleaning procedure of Pallets:**

Transfer the pallet to the washroom and Wash each pallet with running purified water thoroughly, scrub the pallet with 1 % v/v Teepol solution using nylon scrubber then clean and

4.7 rinse the pallet with purified water.

4.7.1 **Note:** Pellets shall be transferred from one area to the other area, after dry cleaning with dry duster.

Cleaning procedure of new equipment and accessories:

Receive the new accessories from the receiving bay and Check the SS accessories for abrasions, scratches, deformities, buffing, joints, damage, proper welding, etc.

4.8 Check the Machine change part for machine suitability as per indent and approved drawing of

4.8.1 the change part.

Take maize starch and scrub the newly received equipment and accessories with it for the



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4.8.2 removal of black particles and repeat the same process till removal of black particles then wash it with running purified water.

4.8.3 Then clean the new equipment and accessories with 1 % v/v Teepol solution using nylon scrubber and rinse with running purified water.

Visually check any residue of black particle should not present in finally rinsed purified water, if

4.8.4 present then repeat the process from step 4.8.3 to 4.8.5.

Note:-During inspection if any abnormalities observed, intimate to the engineering and

4.8.5 respective Head of department for rectification.

5.0 ANNEXURE (S):

NA

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of standard operating procedure.

7.0 ABBREVIATION (S) /DEFINITION (S):

SS : Stainless Steel

NLT: Not Less Than

QA : Quality Assurance

HDPE: High Density Polyethylene

% : Percentage

v/v : Volume by volume

REVISION CARD

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