



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Sanitization of Seals	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down the procedure for Sanitization of Seals.

**2.0 SCOPE:**

This SOP is applicable to Sanitization of Seals in Production Area at .....

**3.0 RESPONSIBILITY:**

Officer / Executive – Production

**4.0 ACCOUNTABILITY:**

Head – Production

**5.0 DEFINITIONS:**

Not Applicable

**6.0 PROCEDURE:**

- 6.1** Collect the dispensed seals and checked the quantity from BPR and bring them to washing and sterilization room.
- 6.2** Ensure that the IPA container is cleaned and sterilized.
- 6.3** Open the seal bag from upper side and dipped into 70% IPA container.
- 6.4** Ensure that empty container for seal is cleaned and sterilized.
- 6.5** After dipped seals from IPA container bring them into clean and sterilized Empty container and send the container to sealing Area through dynamic pass box.
- 6.6** Record the sanitization time and quantity of seals in **Annexure I**



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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### 7.0 ABBREVIATION:

SOP	Standard Operating Procedure
IPA	Iso Propyl Alcohol
SS	Stainless Steel
PD	Production Department
BPR	Batch Packing Record

### 8.0 ANNEXURES:

Sanitization of Seals Record

### 9.0 DISTRIBUTION:

- Controlled Copy No.1      Production Department
- Master Copy      Quality Assurance Department

### 10.0 REFERENCE:

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		

