



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Warehouse

**TITLE:** Entry and Exit Procedure for Dispensing area

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	1 of 2

### 1.0 OBJECTIVE :

To lay down the procedure for Entry and Exit procedure in Dispensing area.

### 2.0 SCOPE :

This SOP is applicable for Entry and Exit procedure for staffs/work Man in Dispensing area.

### 3.0 RESPONSIBILITY :

Work Man, Trainee, Officer & Executive Stores.

Stores Head.

### 4.0 PROCEDURE :

#### 4.1 Entry procedure for Dispensing change room:

4.1.1 Push the door and enter into change room.

4.1.2 Take secondary gown from the cross over bench.

4.1.3 Secondary gown consists of headgear, boiler suits and booties.

4.1.4 First wear headgear then wear boiler suit.

4.1.5 Ensure that trills of headgear are tucked in neck of boiler suit.

4.1.6 Wear booties over the company foot wear while crossing the cross over bench & tie properly.

4.1.7 Check the proper clothing in front of mirror.

4.1.8 Disinfect the hands with 70% v/v IPA or Sterillium solution.

4.1.9 Pull the door and enter into the dispensing area.

#### 4.2 Exit Procedure for Dispensing change room:

4.2.1 Push the door and enter into the change room.

4.2.2 Remove secondary gown in the sequence given below.

4.2.3 First remove booties by untying the knot.

4.2.4 Remove the boiler suit & then headgear.

4.2.5 Cross the cross over bench

4.2.6 Keep the used garments in dedicated place.

4.2.7 Pull the door and move from change room.



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**4.3 Precaution:**

Both doors of airlock shall not be opened simultaneously.

**5.0 ANNEXURE (S):**

Nil

**6.0 REFERENCE (S):**

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

**7.0 ABBREVIATION (S) /DEFINITION (S):**

IPA : Isopropyl Alcohol

V/V : Volume / Volume

STR : Store

### REVISION CARD

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