



STANDARD OPERATING PROCEDURE

Department: Production (Softgel)	SOP No.:
Title: Cleaning of Utensils and Accessories	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for Cleaning of Utensils and Accessories.

2.0 SCOPE:

This SOP is applicable for Cleaning of Utensils and Accessories.

3.0 RESPONSIBILITY:

Technician/ Officer /Executive/Assistant Manager-Production.

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

4.0 PROCEDURE:

4.1 Cleaning procedure of SS containers:

4.1.1 Transfer the SS container to the washroom.

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

4.1.3 Rinse the SS containers with running purified water to remove the Teepol solution.

4.1.4 Finally Rinse the SS containers with purified water.

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

4.1.6 Store the cleaned containers at designated place.

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 Teepol solution.

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 cleaned containers at designated place.

4.3 Cleaning procedure of all Accessories like SS Scoops, SS spoon, SS Spatulas, Pipes and Jugs:



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- 4.3.1 Take the accessories to washroom and wash the accessories with purified water.
- 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 Teepol solution.
- 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 gelatin feeding pipes.

- 4.4.1 Transfer the hose pipes to the washroom and Clean thoroughly each hosepipe with running hot 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.
- 4.4.2 Rinse the hose pipes with running purified water to remove the Teepol solution.
- 4.4.3 Dry the hosepipe using compressed air. Check the cleanliness and drying.

4.5 Cleaning procedure of Pallets:

- 4.5.1 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 rinse the pallet with purified water.

Note: Pallets shall be transferred from one area to the other area, after cleaning with dry lint free cloth.

4.6 Cleaning procedure of Trays and Trolleys:

- 4.6.1 Ensure that there are no capsules on the Trays and Trolleys before is to be taken for cleaning purpose.
- 4.6.2 Collect the 10 liters of Purified water in a container and make 1.0%v/v Teepol solution.
- 4.6.3 Clean the unclean Trays and Trolleys one by one with 1.0% v/v Teepol solution with the help of scrubber.
- 4.6.4 Dry each and every Trays and Trolleys with compressed air and finally wipe with dry lint free cloth.
- 4.6.5 Soak the clean lint free mop in 70% v/v IPA and wipe out the Trays and Trolleys.

4.7 Cleaning procedure of new equipment and accessories:

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



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- 4.7.2 Check the Machine change part for machine suitability as per indent and approved drawing of the change part.
- 4.7.3 Take maize starch and scrub the newly received equipment and accessories with it for the removal of black particles and repeat the same process till removal of black particles then wash it with running purified water.
- 4.7.4 Then clean the new equipment and accessories with 1% v/v Teepol solution using nylon scrubber and rinse with running purified water.

5.0 ANNEXURE (S):

NA

6.0 REFERENCE (S):

SOP No.: 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

REVISION CARD

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