



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Procedure for Opening and Closing of production area	<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 Opening and Closing of production area.

**2.0 SCOPE:**

This procedure is applicable to Opening and Closing of production area.

**3.0 RESPONSIBILITY:**

Officer /Executive/ Manager

Head Production: To ensure execution & compliance.

**4.0 PROCEDURE:**

**4.1 Opening of Department:**

- 4.1.1 Collect the individual department key from security gate by duly signature for receiving the key.
- 4.1.2 Keys are collected by respective department Officer/Executive/ Manager.
- 4.1.3 Open the department with the help of keys and collect the different cubicle keys from the key box and open the cubicle.
- 4.1.4 After opening the cubicle keep the key in the key box in office / IPQA office.
- 4.1.5 Switch on the light and inform the engineering department to switch on the utilities of the respective area.

**4.2 Closing of Department:**

- 4.2.1 Ensure all scrap/waste has removed from the individual area
- 4.2.2 Ensure the IPC and container is properly closed.
- 4.2.3 Ensure the valves of all utility line exist in the respective area are closed.
- 4.2.4 Switch off the machine/computer system /instrument/Balances etc. in respective area.
- 4.2.5 Ensure proper closing of any solvent/ink bottles.
- 4.2.6 Ensure the area is cleaned before closing.
- 4.2.7 Ensure all the in-process materials are properly covered and labeled, equipments and area are also properly labeled.
- 4.2.8 Switch off the light of the respective area.
- 4.2.9 Lock the door of respective area.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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- 4.2.10 Keep the key of the area in the key box of the respective sections.
- 4.2.11 Switch of the light of the Office and lock the door of department.
- 4.2.12 Handover the key to the security gate with duly signed from deposit of the key.

### 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):

AHU: Air Handling Unit.

IPQA: In-process Quality Assurance.

## REVISION CARD

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