



STANDARD OPERATING PROCEDURE

Department: Production (Softgel)	SOP No.:
Title: Loading/Unloading of Trays in Trolley and Cleaning of Tray and Trolleys	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Loading/Unloading of Trays in Trolleys and Cleaning of Trays & Trolleys.

2.0 SCOPE:

This SOP is applicable for Loading/Unloading of trays and Cleaning of Trays & Trolleys used in Soft Gelatin Section.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

IPA Isopropyl Alcohol
Ltd. Limited
Pvt. Private
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 LOADING AND UNLOADING OF EMPTY TRAYS OR LOADED TRAYS IN TROLLEY:

6.1.1 The cleaned empty trays shall be loaded into the trolley one by one from top to bottom order first on left and then on right hand racks.

6.1.2 The un-cleaned empty trays or loaded trays shall be removed from the trolley one by one from bottom to top order.

6.2 CLEANING OF TRAYS:

6.2.1 After completion of inspection activity, the uncleaned empty trays shall be transferred through pass box to washing area with proper wrapping and status label.

6.2.2 Thoroughly check and verify the trays for previous batch traces, colour and capsule before intended to cleaning.

6.2.3 Wash the trays while scrubbing with Lint Free cloth using 2% v/v Extran MA-02 solution.

6.2.4 Clean the trays with plenty of potable water and finally rinse with purified water.

6.2.5 Dry the trays with compressed air.



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6.2.6 Wipe the trays with dry lint free cloth.

6.2.7 Mop the trays with 70% v/v IPA solution.

6.2.8 Transfer the cleaned Trays in to Cleaned Equipment Storage Area.

6.2.9 Record the cleaning detail as per the **Annexure-I**.

6.3 CLEANING OF TROLLEY:

6.3.1 Thoroughly check and verify the trolley for previous batch traces, colour and capsule including the places where there are chances of capsule remaining on the trolley like tray resting stands its corners etc.

6.3.2 Wipe the trolley with dry lint free cloth.

6.3.3 Mop the trolley with 70% v/v IPA solution.

6.3.4 Affix a label as "Cleaned".

6.3.5 Record the cleaning detail as per the **Annexure-I**.

7.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cleaning record of Trays & Trolley	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable



PHARMA DEVILS

PRODUCTION DEPARTMENT

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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

