



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Area/Room Cleaning in Warehouse	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Area / Room cleaning in Warehouse.

2.0 SCOPE:

This SOP is applicable for cleaning of all Area / Rooms in warehouse.

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

AHU	Air Handling Unit
IPA	Isopropyl Alcohol
IPR	Intellectual Property Rights
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

Store person shall ensure that previous dispensed Product /Sampled material container and Dispensing /Sampling equipment like the scoops, spatula, ladle, sampling rod, Spoons, barrel pump etc. are removed from the dispensing /sampling booth area.

6.1 Store person shall remove the powder from the outer surface of RLAF, Balance plate form, pre filter frame, Return riser filter and outside panel using feather duster and lint free cloth.

6.2 Two types of Cleaning like as **DRY Mopping & WET Mopping** cleaning shall be performed in area. “D” for dry and “W” for wet cleaning shall be written while recording the data.

6.3 **Dry Mopping Cleaning** shall be performed by lint free cloth for drying mopping in change over one mat. Batch to next mat. Batch for same Raw material dispensing. After completion activity of dispensing/sampling of one batch of material **Dry Mopping** shall be carried out before dispensing of next batch/material in dispensing /Sampling booth.

6.3.1 To collect seal, cable tie, thread, label, bag/container remove from RLAF of previous material.

6.3.2 To mopping of outer surface of Electronic balances with S.S table.

6.3.3 To clean internal surface of the RLAF by using feather duster and clean lint free cloth.

6.3.4 To write “D” shall be recorded in remarks column of RLAF Utilization Record log of **Annexure-II as per SOP.**



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- 6.4 Wet Mopping Cleaning** shall be performed by cloth for wet mopping by using alternate scheduled of cleaning agent 2.5% of Lizol/Winpol/Dettol for floor cleaning. In case change over one materials to next material before Wet cleaning Dry mopping cleaning shall be perform for remove powder dust in area & under RLAF, Balance by using feather duster and clean lint free cloth in Dispensing /Sampling booth.
- 6.4.1** To collect seal, cable tethered, label, bag/container remove from RLAF of previous material.
- 6.4.2** To mopping of outer surface of Electronic balances with S.S table.
- 6.4.3** To remove Dust powder of internal surface of the RLAF & Area by using feather duster and clean lint free cloth.
- 6.4.4** To Wet Mopping Cleaning of surface floor in dispensing booth by using 2.5% solution of Cleaning agent Lizol/Winpol/Dettol.
- 6.4.5** Sanitize SS equipment using 70% IPA solution in Dispensing/Sampling booth.
- 6.5** RLAF Shall Switch “ON” During performing Wet Mopping Cleaning while dispensing is continue.
- 6.6** RLAF shall be switched “OFF” while Performing Cleaning or Replacement of Return Filter of dispensing area & RLAF.
- 6.7** Mop the entire surface of Pre-filter frames, Return riser filter and side panel, RLAF outer surface with Lint free cloth, and sanitize all SS equipment of booth by using 70% IPA solution in Dispensing/Sampling booth after cleaning or replacement of return filter.
- 6.8** Waste shall be collected in a polythene bag. Close the mouth of polythene bags of waste bin and transfer to scrap yard for dispose off in scrap yard.
- 6.9** *Note: Housekeeping personnel shall clean the waste bin and replace with a fresh black polythene bag. And housekeeping personnel shall clean below existing facility in warehouse area.*
- 6.9.1** Ceiling, walls door shall be cleaned using clean dry cloth, feather duster.
- 6.9.2** Ladder shall be used to reach height for cleaning of ceiling and walls.
- 6.9.3** Wall cleaning shall be perform once in a week for approved /under test/Quarantine /rejected Area/EHG capsules storage area.
- 6.9.4** Wall cleaning of process dispensing /sampling area shall be clean shift wise.
- 6.9.5** Housekeeping person shall sanitize the floor by mopping with the scheduled disinfectant solution.
- 6.10** *Note: Engineering personnel shall perform following Cleaning in warehouse.*



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6.10.1 Light fixtures & AHU filter cleaning in warehouse.

6.10.2 Engineering shall switch “OFF” all electric supplies before cleaning.

6.10.3 Cleaning frequency of **light fittings** shall be **once in a month**.

6.10.4 Filters and return riser of dispensing & sampling booths shall be cleaned once in a day by deputed engineering Person. For Filter clean /change replaced on behalf request of intimation request by warehouse shift in-charge or concern staff personnel.

6.10.5 Return Riser Filter other area of warehouse except booth shall be cleaned or replaced twice in a month.

6.10.6 Return Riser Cleaning record shall be maintained by engineering department.

6.11 *Note : Warehouse Operator and Casual manpower shall perform Cleaning in Operation & Area*

6.11.1 All SS equipment/furniture shall be sanitized using 70% IPA solution.

6.11.2 Cleaning details shall be recorded in **Annexure – I** (Area/Room Cleaning Log Book).

6.11.3 Empty Drum/Containers shall be cleaned with potable water. After washing dry it using dry clean cloth.

6.11.4 All racks / Pellets in quarantine, under test and approved area shall be cleaned with dry clean cloth. Frequency of cleaning shall be once in a week.

6.11.5 Pallets used for stacking materials before/after dispensing shall be cleaned on daily basis.

6.11.6 Trolley (SS) shall be cleaned with clean dry cloth and details shall be recorded in Annexure-I (Area / Room Cleaning Log Book.).

6.11.7 If dispensing/sampling booths cleaning is to be done store/ QC shall write “**To be Cleaned**” on **Status Board**.

6.11.8 If dispensing/sampling booths cleaning is done store/QC shall write “**Cleaned**” on **Status Board**.

6.11.9 Dispensing /Sampling area floor shall be cleaned at the beginning and completion of GMP work.

6.11.10 Area cleaning shall be performed in every shift in **A, B, C and General** except dispensing /sampling booths. Cleaning record shall be recorded in Annexure-I (Area / Room Cleaning Log book).

6.11.11 If dispensing / sampling booth room area are idle or there is no activity due to any reason, wet Cleaning shall be performed **once in a day**.

6.11.12 Dispensing booth cleaning shall be perform as per given frequencies in **SOP** and recording cleaning remarks detail in **Annexure-II** of **SOP**.



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6.11.13 After Cleaning or replacement of RLAF filter, Re-again RLAF shall be Switch “ON” before 15 minutes of start GMP activity to record (DP) Differential Pressure record of **Pre-filter, Fine filter** and **HEPA filter** of **RLAF** and Sampling & Dispensing room area.

6.11.14 Cleaning shall be performed as below: Thrice time in a day (on every shift beginning A, B, C, and General) as below star marks frequency.

*1 – Once in a week in G shift

*2 - once in a month in G shift

*3- twice in a month in G shift

*4 -once in a day.

*5-thrice in a day shift wise.

NA–Not Applicable,

Mark X – Not required,

Tick (✓) mark – Applicable in respective column.

6.11.15 Remarks: Cleaning Agent – 2.5% Dettol and or 2.5% Lizol (Even dates Lizol, Winpol odd dates Dettol, Winpol solution shall be used.) Cleaning agent shall be prepared by housekeeping.

6.12 Note: For Q-Block (Ointment Section): Two cleaning shall be perform like as Dry Mopping: Dry mopping is done for the outer surface of RLAF, filter grills, floor, weighing balance platform. RLAF shall be in “ON” condition during the dry mopping while dispensing is continue.

6.13 Dry mopping shall be done from material to material (excipients) changeover.

6.13.1 In RLAF utilization log book, dry mopping shall be written as “D”.

6.13.2 If API of the different products are same, Dry mopping shall be done.

6.13.3 Wet Mopping: Wet mopping of Dispensing booth shall be performed by mopping the surface by cleaning agent Lizol/Dettol alternately and further sanitization by 70% IPA. RLAF shall be in “ON” condition during the wet mopping while dispensing is continue.

6.13.4 Wet mopping shall be done for the Product Changeover.

6.13.5 In RLAF utilization log book Wet Mopping shall be written as “W”.

6.13.6 Wet mopping shall be performed for incase of different API.

6.13.7 Wet mopping shall be performed after 05 batches of the same product.

6.13.8 Wet mopping shall be performed after any Maintenance work of Product contact parts.

6.13.9 Wet mopping shall be performed for the changeover of the same Product with descending Potency.

6.13.10 After completion of Dispensing activity **RLAF** shall be Switch “OFF” for replacement of or clean filter in dispensing booth including RLAF by maintenance shall be replace or clean filter after given request intimation by warehouse.



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6.13.11 Incase filter cleaning in every change over product store Shall write “W1” in remarks column incase wet mopping cleaning shall perform after filter cleaning or replacement of RLAF.

7.0 REFERENCES:

Not Applicable

8.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Area / Room Cleaning Log Book.	

ENCLOSURES: SOP Training Record

9.0 DISTRIBUTION:

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

