



STANDARD OPERATING PROCEDURE

Department: Quality Control (Microbiology)

Title: Cleaning and Operation of Pass Box

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0. OBJECTIVE :

1.1 To lay down a procedure for the cleaning and operation of pass box.

2.0. SCOPE:

2.1 This procedure is applicable for the cleaning and operation of pass box installed in Quality control department of

3.0. RESPONSIBILITY:

3.1 Officer/Executive–Quality Control

4.0. ACCOUNTABILITY:

4.1 Head - Quality Control Department

5.0 DEFINITION:

NA

6.0. PROCEDURE:

6.1 CLEANING:

6.1.1 Remove dirt, dust from external surface of pass box with clean cotton cloth.

6.1.2 Clean inside surface of pass box with clean cotton cloth wetted with cleaning solution like 70% IPA.

6.1.3 Record the cleaning activity as per Annexure-I

6.1.4 Frequency: Weekly.

6.2 OPERATION:

6.2.1 Open the blower of the pass box

6.2.2 Switch on the light and Open the door by pressing the finger sign on panel



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6.2.3 Whenever open the door of one side of pass box another side door of pass box should be close.

6.2.4 After Opening the door UV light will be on for 30 min.

6.2.5 Record the U.V. light burning hours as per FORMAT No.:UV Burning record



6.2.6 Note down the pressure differential of the pass box it should be between 7 to 13 mmwc and fill the Record as per format no.:F01-00 pressure differential record

7.0. ABBREVIATION:

Abbreviation used	Full form of abbreviation used
QC	Quality Control
Ltd.	Limited
SOP	Standard Operating Procedure
IPA	Iso Propyl Alcohol



PHARMA DEVILS

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Sr.	Senior
MMWC	Milimeter water column
QA	Quality Assurance
ID. No.	Identification Number
N.A.	Not Applicable
UV	Ultra Violet
IH	In-house

8.0 ATTACHMENTS:

Annexure No.	Title of Annexure	Format No.
Annexure-I	Cleaning Record of Pass Box	F01-00

9.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Quality Control
- Master Copy Quality Assurance Department

10.0 REFERENCES:

- IH

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		



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ANNEXURE-I

CLEANING RECORD OF PASS BOX

LOCATION :

ID No. :

Date	Cleaning Time From	Cleaning Time to	Cleaned by	Checked by	Remark