



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Cleaning of New Machinery/Equipment	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Cleaning of New Machinery / Equipment.

2.0 SCOPE:

This SOP is applicable for Cleaning of New Machinery / Equipment.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

SOP: Standard Operating Procedure

6.0 PROCEDURE:

6.1 Ensure that the mains switch is "OFF" position.

6.2 Clean the machine by moping with dry cloth.

6.3 Dismantle all the parts of machine / equipment and clean as per given procedure:

6.3.1 Wash the parts & machine / equipment with potable water by using sufficient quantity of Sodium Lauryl Sulphate solution to remove Oil / Greases / Polishing material.

6.3.2 Wash thoroughly with purified water.

6.3.3 Repeat steps (6.3.1) & (6.3.2) for at least 2 times.

6.3.4 Finally rinse with purified water.

6.3.5 Mop all the parts & machine / equipment with dry and clean cloth.

6.3.6 Clean all outer surface of machine / equipment by moping with wet and dry cloth.

6.3.7 Check the machine visually (specially joints & corners) for:

6.3.7.1 Any metal pieces / dust, any greases or oil traces.

6.3.7.2 Polishing material.

6.3.8 After ensuring cleaning, reassemble all the parts.

6.3.9 Mop all the parts with 70% isopropyl alcohol.

6.3.10 Affix the status label as "Cleaned".



PHARMA DEVILS

PRODUCTION DEPARTMENT

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7.0 ANNEXURES:

Not Applicable.

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.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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