



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Cleaning of Pallets, Crates, Racks and Trolleys	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Pallets, Crates, Racks and Trolleys.

2.0 SCOPE:

This SOP is applicable for Cleaning of Pallets, Crates, Racks and Trolleys used in to the Ointment Section.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

IPA Iso Propyl Alcohol
Ltd. Limited
No. Number
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS:

6.1.1 Ensure that the Cleaning activity shall be carried out under supervision.

6.1.2 Ensure that after Cleaning, Mops are placed on stand and allowed to dry.

6.2 PALLETS CLEANING:

6.2.1 Clean the pallets with wet cloth with purified water.

6.2.2 If pallets are soiled with stubborn material, Pallets shall be cleaned in Wash Area.

6.2.3 Pallets shall be cleaned with purified water, if required use scrubber or brush cleans the pallets.

6.2.4 Finally rinse the Pallets with Purified water.

6.2.5 The Pallets shall be allowed to air dry.

6.2.6 After cleaning, Area Supervisor shall check the Pallet for satisfactory cleaning.

6.2.7 Frequency: Once in a week / as and when required.



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6.3 CRATES CLEANING:

- 6.3.1 Clean the Crates with cloth damped with water.
- 6.3.2 If Crates are soiled with stubborn material, crates shall be cleaned in wash area.
- 6.3.3 Crates shall be cleaned with treated water, if required using scrubber or brush for cleaning the Crates.
- 6.3.4 Finally rinse the Crates with Purified water followed with wiping with dry cloth.
- 6.3.5 The Crates shall be allowed to air dry.
- 6.3.6 Finally mop the dried Crates with 70% IPA.
- 6.3.7 After cleaning, area supervisor shall check the Crates for satisfactory cleaning.
- 6.3.8 **Frequency:** Once in a week / as and when required.

6.4 RACKS / CUPBOARDS CLEANING:

- 6.4.1 Clean the Racks and Cupboards with cloth damped with water.
- 6.4.2 If there is any spillage on Racks and Cupboards, inform to area supervisor and handle the material according to the instructions given in MSDS (Material Safety Data Sheet).
- 6.4.3 **Frequency:** Once in a week / as and when required.

6.5 TROLLEY (S) CLEANING:

- 6.5.1 Trolley (s) used for material handling shall be cleaned at the end of the shift or when it is not in working.
- 6.5.2 Trolley (s) shall be cleaned with water, dry with help of dry and clean cloth and kept at the designated place.
- 6.5.3 Once in a week clean the trolleys with 70 % IPA solution.
- 6.5.4 **Frequency:** Once in week / as and when required.

7.0 ANNEXURES:

Not Applicable.

8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance



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- 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