



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Cleaning of Stored Materials Container	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Cleaning of Stored Materials Container.

2.0 SCOPE:

This SOP is applicable for Cleaning of Stored Materials Container/Pack at Warehouse area.

3.0 RESPONSIBILITY:

Officer / Executive -Warehouse

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
WH	Warehouse

6.0 PROCEDURE:

- 6.1 The cleaning of stored Material Containers will be carried out as per routine cleaning procedure.
- 6.2 The containers of **Quarantine ‘Under Test’, ‘Approved’, ‘Rejected Materials’** will have to be frequently cleaned externally (specially on the lid of materials/container) to remove any deposition of dust or dirt particles accumulated during storage in R.M stores Warehouse Department.
- 6.3 The Containers, Boxes, Bags etc. will be cleaned by lint free Cloth, if required, Do wet mopping using 70% IPA for injectable and General Block , Ointment block will moping stored container by clean cloth only.
- 6.4 For cleaning purpose, containers will be kept on pellets and then cleaned. Proper care will be taken and it will be ensured that no containers are damage and none of the labels affixed on the Containers / Boxes are torn or removed of details checked from partially and completely in any way.
- 6.5 Warehouse staff records the cleaning of stored material container details in **Annexure- 1.**
- 6.6 The packing material like Primary, Secondary & Territory shall be cleaned with clean cloth or vacuum cleaner can be use if required as per requirement.
- 6.7 Warehouse staff shall be record the cleaning details of Packaging material in **Annexure-II.**
- 6.8 **Frequency :** Daily for Raw Material



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6.9 Frequency : Weekly for Packaging Material

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Cleaning Record of Stored Materials Container	
Annexure – II	Cleaning Record Of Stored Packaging Materials	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

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



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ANNEXURE-II CLEANING RECORD OF STORED PACKAGING MATERIALS

Block: **Section:** **Frequency:** Weekly

Date	Packaging Material Section (Area)	Cleaning Status OK / NOT OK	Done By Sign & Date	Checked By Sign & Date	Remarks
	Primary Packing				
	Secondary Packaging				
	Territory Packaging				
	Primary Packing				
	Secondary Packaging				
	Territory Packaging				
	Primary Packing				
	Secondary Packaging				
	Territory Packaging				
	Primary Packing				
	Secondary Packaging				
	Territory Packaging				