



STANDARD OPERATING PROCEDURE

Department: Production (Softgel)

SOP No.:

Title: Cleaning of Utensils and Accessories

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down the procedure for Disposal of waste generated in Soft Gelatin Production Department.

2.0 SCOPE:

This procedure is applicable for Disposal of waste generated in Soft Gelatin Production Department.

3.0 RESPONSIBILITY:

Officer/ Executive/ Manager-production.

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

4.0 PROCEDURE:

4.1 All used polythene bags are to be kept into the west bin of respective area.

4.2 All the used and unused labels and waste papers are to be torn into pieces and kept into the waste bin.

4.3 These waste poly bags and torn labels are to be collected in black poly bags and affix "SCRAP" label with duly filled and signature of the production officer.

4.4 After batch completion of the Encapsulation process, collect the excess gelatin mass of gelatin holding tank, spreader box in black poly bags and affix "SCRAP" label with date and signature of production officer.

4.5 Then put on the SS trolley and transfer to the scrap room.

4.6 Empty blisters, de-foil blisters, and leak test de-foil blisters collect into black polythene bags and affix "SCRAP" label with date and signature of production officer.

4.7 Rejected capsules to be collect in black poly bags from the drying, inspection room and from blister packing machine.

4.8 These poly bags carried to the washing area and all capsules put into the SS container.



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- 4.9 Pour the hot water into SS container. And stirrer with long handle spoon till all capsules to be ruptured.
- 4.10 Then transfer the liquids into black poly bags and Affix “SCRAP” label with date and signature of production officer and approved by QA officer. Then transfer to the scrap room.
- 4.11 Waste generated in secondary packing as rejected cartons, leaflets, corrugated box, labels and adhesive tape are to be torn properly.
- 4.12 Then these waste materials put into the black poly bags and affix “SCRAP” label with date and signature of production officer.

5.0 ANNEXURE (S) :

Nil

6.0 REFERENCE (S):

SOP: Preparation, Approval, distribution control, revision and destruction of Standard Operation procedure.

7.0 ABBREVIATION (S) / DEFINITION (S):

- QA : Quality Assurance
SOP : Standard Operating Procedure
SS : Stainless Steel
NA : Not Applicable

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.