



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Operation, Cleaning and Maintenance of Hot Air Oven	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for the Operation, Cleaning and Maintenance of Hot Air Oven.

2.0 SCOPE:

This SOP is applicable for the Operation, Cleaning and Maintenance of Hot Air Oven, being used for drying the Sampling & Dispensing Devices used in the warehouse.

3.0 RESPONSIBILITY:

Officer/Executive – Warehouse

Officer/Executive – Quality Control

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

%	Percentage
°C	Degree Centigrade.
HAO	Hot Air Oven.
IPA	Isopropyl Alcohol
Ltd.	Limited
Pvt.	Private
SOP	Standard Operating Procedure
WH	Warehouse

6.0 PROCEDURE:

6.1 OPERATION:

- 6.1.1 Before using the HAO (Hot Air Oven) ensure that it is clean from Inside & Outside and is free from any dust particle. If not so clean it using a lint free cloth.
- 6.1.2 Connect the plug to the power source and switch “ON” the power and switch “ON” the mains of oven.
- 6.1.3 Before loading cleaned devices in the oven ensure that the excess water has been drained off and existence of remaining water is not visible. If still exists clean using lint free cloth.
- 6.1.4 Open the door of the HAO and transfer the cleaned devices inside the oven.
- 6.1.5 Close the door of the HAO and tight the clamps.



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- 6.1.6 Switch "ON" the mains of electrical supply.
- 6.1.7 Switch "ON" the HAO by turning the knob, provided on the panel of oven. This shall show "GREEN LIGHT".
- 6.1.8 RED LIGHTS shall glow when the temperature 55°C is achieved. This shall be visually noticeable on the panel of the Hot Air oven.
- 6.1.9 Drying start time & start temperature shall be recorded in Annexure-II of SOP (**Title: Cleaning record of dispensing Tools.**)
- 6.1.10 For OSD sections, set required temperature 55°C for drying. This temperature is achieved within 20 to 25 min.
- 6.1.11 For injection Cleaned tools used for Non Sterile Raw Material Sampling/ dispensing shall be dried at 110°C for 60 minutes.
- 6.1.12 Note the time at which the set temperature is reached.
- 6.1.13 Consider the Hold time from the reach of Set Temperature.
- 6.1.14 Allow the cleaned devices to get dry completely in Hot Air Oven in specified temperature.
- 6.1.15 Once the devices are dried completely (RED LIGHT glows), switch "OFF" the oven, by turning the knob of the Hot Air oven. Then switch "OFF" main supply let get the temperature get down.
- 6.1.16 After cleaning & drying utensils shall Transfer all the cleaned devices in clean polythene bags and store them at their respective place locations / areas.

6.2 CLEANING:

- 6.2.1 Before starting cleaning activity, switch "OFF" HAO.
- 6.2.2 Disconnect the plug of the equipment.
- 6.2.3 Allow the equipment to cool if the temperature is high.
- 6.2.4 Take a lint free cloth and dip in 70% IPA.
- 6.2.5 Squeeze the cloth, mop and clean the internal and external surface of the equipment.
- 6.2.6 Mop the surface with a dry lint free cloth.



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6.2.7 Connect the plug of the equipment and switch on the mains and operate if required.

6.3 FREQUENCY OF CLEANING:

6.3.1 **Daily Cleaning:** Clean the Hot Air Oven using Lint free cloth

6.3.2 **Weekly Cleaning:** Clean the Hot Air Oven using Lint free cloth & mop with 70% IPA solution.

6.3.3 Maintain the usage record in **Annexure-II** of “**Cleaning Record of Dispensing Tools**” for drying start & end for temperature with time, of reference SOP and Cleaning Records of the Hot air oven as per Annexure-II respectively.

6.4 MAINTENANCE:

If there is any operational problem in HAO, We shall inform immediately to engineering for the corrective action.

7.0 REFERENCES:

Not Applicable.

8.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cleaning Record of Hot Air Oven.	

ENCLOSURES: SOP Training Record

9.0 DISTRIBUTION:

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

