



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Operation, Cleaning and Sanitization of Cold Chamber	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a Procedure for Operation, Cleaning and Sanitization of Cold Chamber.

### 2.0 SCOPE:

This SOP is applicable for Operation, Cleaning and Sanitization of Cold chamber in RM Warehouse.

### 3.0 RESPONSIBILITY:

Officer / Executive Warehouse

### 4.0 ACCOUNTABILITY:

Head Warehouse

### 5.0 ABBREVIATION:

WH	Warehouse
RM	Raw Material
IPA	Isopropyl Alcohol
No.	Number
SOP	Standard Operating Procedure
°C	Degree Celsius

### 6.0 PROCEDURE:

#### 6.1 OPEARTION:

- 6.1.1 Switch "ON" the mains, and ON the cooling compressors, and the mains then shall remains always ON, except when under maintenance, and when warranted to tackle emergency scenario.
- 6.1.2 Temperature of cold chamber shall be maintained within a overall limit of 2°C to 8°C, if temperature fluctuates out of set limits of Cold chamber than alarm ring.
- 6.1.3 As a precautionary measure the alarm may be set at slight narrow range for Material/ Product safety i.e. like lower Alarm set point at 3°C and high Alarm Set point at 7°C etc. But Alarm being blow at minimum set temperature 2.9°C and maximum 7.1°C.
- 6.1.4 Installed Automatic temperature sensor of cold chamber for recording temperature of cold chamber (Room ID ..... with printer facility, Stores concern person shall take printout at once in a day for check temperature of measure for recording maximum & minimum temperature in every 24 hours during shift and verified by QA person.
- 6.1.5 If found goes exceed temperature store person shall inform to engineering dept. for rectification and engineering shall start of second compressor of same cold chamber and maintain temperature as per set limit.



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- 6.1.6** Maintenance work/ electrical breakdown shall be recorded in remark column.
- 6.1.7** If any fluctuation of temperature of Cold chamber is observed or and Low or high Alarm is observed, warehouse officer/executive shall inform to warehouse In-charge/Head and to maintenance/engineering Department for rectification, and make sure that the temperature does not exceeds, beyond 8° C. During this period no one shall be allowed to open the door, except for Exit of any person inside.
- 6.1.8** The Alarm shall be challenged at least in 15 days (and/or as and when required i.e. Major maintenance or any doubt of performance of Alarm) by exposing the Alarm sensor at below the low and above the high Alarm set Points. This may be done by dipping the Alarm sensor in Ice Bath for Low set point and in Normal Temperature water for high set point and this shall be recorded in format “**Cold Chamber Alarm Challenge Test**” as shown in **Annexure-II**.
- 6.1.9** Initial Temperature before start of challenge test and Low / High Temperature at which alarm respond shall also be recorded in “**Cold Chamber Alarm Challenge Test Record**”.
- 6.1.10** Keys of Cold Chamber shall be kept in the custody of Warehouse in-charge/Head Only authorized person like as staff only with operator/manpower is allowed to enter into cold chamber for handling the materials.
- 6.1.11** For safety I-Card shall hanging outside door before entry inside cold chamber and one person shall stand outside of cold chamber.
- 6.1.12** If inside person was not come within 05 minutes. Outside standing person shall open the door for now reason for delay inside cold chamber.
- 6.1.13** For any Safety concern to the person inside, other store person shall be there outside the Cold Chamber when someone is inside.
- 6.1.14** In case the inside person does not come out within expected time (normally not more than 5 minutes) then outside store person shall open the door and enquire for cause of delay and in case of any emergency shall handle the situation accordingly, in consultation with the Warehouse in-charge/Head , and if required Safety personnel.

### 6.2 CLEANING AND SANITIZATION:

- 6.2.1** Sanitize the ceiling, walls, door of cold chamber with the clean cloth with Disinfectant solution as per the schedule, monthly.
- 6.2.2** Floor surface of Cold chamber shall be cleaning at least once in a week like as first Dry mopping at the end wet mopping with use cleaning disinfectant solution by Housekeeping.
- 6.2.3** Dry mop with dry cloth of outer surface of the stored material containers box's which were kept inside cold chamber at least once in a week.



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**6.2.4** Area shall be kept dry whenever any condensation is observed on the cooling Coil or it's accessories etc.

Record the Cleaning and Sanitization details in format “**Cold Chamber Cleaning and Sanitization Log**” as shown in **Annexure –I**, in case of sanitization write “Sanitization” in remark Column.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cold Chamber Cleaning and Sanitization Log	
Annexure-II	Cold Chamber Alarm Challenge Test Record	

**ENCLOSURE:** 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



