



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of De-Dusting Conveyor Tunnel along with related parts	<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 and Cleaning of De –Dusting Conveyor Tunnel.

### 2.0 SCOPE:

The SOP is applicable for Operation and Cleaning of De-Dusting Conveyor Tunnel.

### 3.0 RESPONSIBILITY:

Operating Person – Warehouse

### 4.0 ACCOUNTABILITY:

Head-Warehouse

### 5.0 ABBREVIATIONS:

SOP	:	Standard Operating Procedure
WH	:	Warehouse
mm	:	Millimeter
ETP	:	Effluent Treatment Plant

### 6.0 PROCEDURE:

#### 6.1 Operation:

##### 6.1.1 Instructions:

6.1.1.1 At a time only one side door shall be open.

6.1.1.2 Only clean materials shall be transferred through tunnel to quarantine area.

6.1.1.3 All factions of Equipment shall be verified before used w.r.t. its working condition.

6.1.1.4 If any abnormality observed, Warehouse officer shall stop the work and intimate maintenance department through breakdown memo, phone or email communication for rectification.

6.1.2 During activity, warehouse Officer /Executive shall verify air pressure (limit 5-15 mm of water) in magnehelic gauge of De-dusting tunnel, Air-pressure DP record shall be recorded in **Annexure-I** Titled as “**Operation and Cleaning of De dusting Conveyor Tunnel**” .

6.1.3 For Large Volume Parenteral block De-dusting tunnel, before each operation warehouse Officer/Executive shall verify air pressure (Limit 4 – 10 mm of water) of filter De-dusting tunnel, details shall record the details in **Annexure - IV** titled as “**Operation and Cleaning of De dusting Conveyor Tunnel for Large Volume Parenteral block.**”

6.1.4 Differential pressure shall be recorded before each operation activities.

6.1.5 Receiving personnel shall inform quarantine person to receive the material through de-dusting tunnel. This communication shall be performed through Alarm or bell available on the de-dusting tunnel.



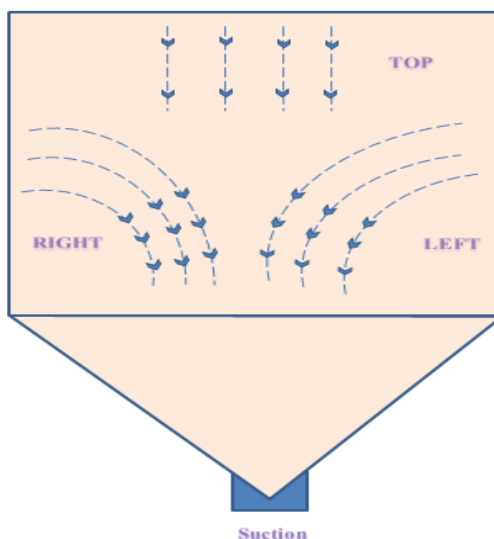
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- 6.1.6** Cleaning of the received materials shall be done on receiving bay using clean dry cloth. Only clean materials shall be transferred through tunnel to quarantine area.
- 6.1.7** After cleaning, personnel from receiving bay shall load the materials on the conveyor belt which shall pass through De-Dusting tunnel. During this process Air blows from three
- 6.1.8** Directions i.e. Top, Right & left sides of the de-dusting tunnel and dust extract in bottom part.



- 6.1.9** After loading of the material on conveyor person shall close the door immediately and press bell. Bell indicates that material is loaded and doors are closed from outside.
- 6.1.10** Only one door shall be opened at time during operation.
- 6.1.11** Quarantine person shall open the door of the de-dusting tunnel from other side and receive /unload the material, segregate and store on racks/pallets.
- 6.1.12** Door of de-dusting tunnel shall be immediately closed once material is unloaded from tunnel.
- 6.1.13** Store person shall sound the bell to indicate receiving bay personnel to open the door from other end and load the material again; if any. This process is carried out throughout the day for taking material from receiving bay.
- 6.1.14** Officer/Executive warehouse shall collect the raw materials and packing materials and arrange/segregate in the Quarantine area.
- 6.1.15** Operation, DP Monitoring, cleaning, Preventive maintenance & other breakdown related maintenance details shall be maintained in the **Annexure-I & IV** as per area specific.

### 6.2 Cleaning of De-dusting Tunnel:



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- 6.2.1 Before starting cleaning of de-dusting tunnel, switch off all power supplies.
- 6.2.2 Operator shall use PPE's (mask, gloves, hamlet etc.) before starting cleaning.
- 6.2.3 Operator shall clean the conveyor belt & roller with dry clean cloth.
- 6.2.4 Cleaning shall be carried out daily at Start of the shift/ whenever required.
- 6.2.5 Vacuum cleaner shall be used for cleaning if required and record shall be maintained Accordingly **SOP in Annexure-I. (Operation, Cleaning and maintenance of Vacuum Cleaner)**
- 6.2.6 Frequency of filter bag Replacement/ cleaning shall be **once in a week**/whenever required.
- 6.2.7 Warehouse personnel shall be responsible for cleaning of filter bags.
- 6.2.8 Person shall remove the filter & placed the pre cleaned filter bag.
- 6.2.9 Uncleaned filter bag put in a poly bag and carry to washing area. Remove the dust and flow the air for removal of dust.
- 6.2.10 Cleaning record shall be maintained in **Annexure-I & IV** as per area specific.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Operation and Cleaning of De dusting Conveyor Tunnel	
Annexure-II	Record of Air Pressure Gauge In De-dusting Tunnel For L- Block	

**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 – I OPERATION AND CLEANING OF DE DUSTING CONVEYOR TUNNEL

Area :

De-dusting Conveyor Tunnel ID No.:

**Frequency:**

<b>For DP</b>	Before each operation	<b>For Cleaning</b>	Daily/ Whenever required	<b>For Filter Bag Replacement</b>	Weekly ± 01 day	<b>For Preventive Maintenance</b>	Quarterly ± 07 day
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Date	Activity *	Name of Material / Item	No. of cont.	DP (Limit 5 – 15mm)	Operation Detail		Done By	Checked By	Remarks
					From	To			

\***Activity Denotes:** **O** for Operation, **C** for Daily cleaning, **PM** for Preventive Maintenance, **BM** for Breakdown Maintenance, **FR** for Filter Bag replacement /cleaning.



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### ANNEXURE – II OPERATION AND CLEANING OF DE DUSTING CONVEYOR TUNNEL

**Area:** De Dusting Conveyor Tunnel ID No.:

**Frequency:**

<b>For DP</b>	Before each operation	<b>For Cleaning</b>	Daily/ Whenever required	<b>For Filter Bag Replacement</b>	Weekly ± 01 day	<b>For Preventive Maintenance</b>	Quarterly ± 07 day
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Date	Activity *	Name of Material / Item	No. of cont.	DP (Limit 4 – 10mm)	Operation Detail		Done By	Checked By	Remarks
					From	To			

**\*Activity Denotes: O** for Operation, **C** for Daily cleaning, **PM** for Preventive Maintenance, **BM** for Breakdown Maintenance, **FR** for Filter Bag replacement/cleaning