



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Operation and Cleaning of Dynamic Pass Boxes	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Dynamic Pass Boxes.

2.0 SCOPE:

This SOP is applicable for Operation & Cleaning of Dynamic Pass Boxes used in Raw Material Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse/QC

4.0 ACCOUNTABILITY:

Head – Warehouse/QC

5.0 ABBREVIATIONS:

HEPA	High Efficiency Particulate Air
mm	Millimeter
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure
UV	Ultra Violet

6.0 PROCEDURE:

6.1 OPERATION:

- 6.1.1 Ensure that the Dynamic Pass Box is clean properly.
- 6.1.2 Officer /Executive warehouse Dynamic pass box shall be started before Sampling/Dispensing then RLAF is started, and shall kept in Operation till end of the shift or completion of the day's activity during the shift.
- 6.1.3 Dynamic pass box shall be kept 'ON' even during Dry Mopping/Wet Mopping Cleaning of the area, While take care not to open the doors.
- 6.1.4 After completion of Cleaning Dry mopping / Wet mopping cleaning of area, the Dynamic pass box floor & walls shall be cleaned from inner side using Dry mopping /Wet Mopping.
- 6.1.5 Check the pressure drop across the HEPA filter and ensure that between 8 to 25 mm of water on Magnehelic gauge.
- 6.1.6 Mop the external surface of all the containers or articles to be transferred through the Dynamic Pass Box with dry clean lint free cloth.
- 6.1.7 Check and ensure that other side door of Dynamic Pass Box is closed.



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6.1.8 Open the door of the Dynamic Pass Box by pressing DR Button and place the sanitized containers / articles inside the Dynamic Pass Box.

6.1.9 Close the door of Dynamic Pass Box and ring the bell.

6.1.10 Open the door from the other side of Dynamic Pass Box and receive the material.

6.1.11 After completion of activity switch 'OFF' the Blower.

6.2 CLEANING:

6.2.1 Ensure that the Blower is switched "OFF".

6.2.2 Clean the inside surface of the Dynamic Pass Box with clean lint free cloth.

6.2.3 Clean the inside surface of the Dynamic Pass Box with clean lint free mop dipped in scheduled disinfectant followed by dry lint free mop.

6.2.4 Clean the pass box from outside by using lint free mop dipped in scheduled disinfectant followed by dry lint free mop.

6.2.5 Dynamic Pass Boxes shall be cleaned once in a day or whenever required and sanitized with 70% IPA during Sampling/Dispensing Booth Cleaning, washing and RLAf sanitization and timing shall be mention of same RLAf Utilization record log book.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Differential Pressure Record (Dynamic Pass Box)	

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



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

