



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation and Cleaning of Dynamic Pass Boxes	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

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.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

HEPA High Efficiency Particulate Air
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 Check the pressure drop across the HEPA filter and ensure that between 8 to 25 mm of water on Magnehelic gauge.
- 6.1.3 Mop the external surface of all the containers or articles to be transferred through the Dynamic Pass Box with dry clean lint free cloth.
- 6.1.4 Check and ensure that other side door of Dynamic Pass Box is closed.
- 6.1.5 Open the door of the Dynamic Pass Box by pressing DR Button and place the sanitized containers / articles inside the Dynamic Pass Box.
- 6.1.6 Close the door of Dynamic Pass Box and ring the bell.
- 6.1.7 Open the door from the other side of Dynamic Pass Box and receive the material.



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6.1.8 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.

7.0 ANNEXURES:

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

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- 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

