STANDARD OPERATING PROCEDURE	
Department: Production (External Preparation)	**SOP No.:**
Title: Operation and Cleaning of Pass Box	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:
To lay down a Procedure for Operation and Cleaning of Pass Box.

2.0 SCOPE:
This SOP is applicable for Operation and Cleaning of Pass Box.

3.0 RESPONSIBILITY:
Officer / Executive Production

4.0 ACCOUNTABILITY:
Head Production

5.0 ABBREVIATIONS:
SOP   Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Switch **"ON"** the Main Switch.

6.1.2 Ensure that Lights automatically glows just after opening of one side Door.

6.1.3 Check and ensure that opposite side door of Pass Box is closed.

6.1.4 Open one side door of the Pass Box and transfer all the transferable objects inside the Pass Box.

6.1.5 Close one side door and Open the opposite side Door of Pass Box and take out the Transferable Objects from the Pass Box.

6.2 CLEANING:

6.2.1 Switch **"OFF"** the main switch.

6.2.2 Open the one Side Door of Pass Box.

6.2.3 Clean the inner sides as well as outer side of Cabinet with Clean & Lint Free Cloth.

6.2.4 Sanitize its inner surface using Disinfectant Solution scheduled for the day and dry it with Lint Free Cloth.

6.2.5 Sanitize the outer surface of Pass Box and close it.

6.2.6 Switch **"ON"** the Main Switch.

	PHARMA DEVILS	
	PRODUCTION DEPARTMENT	

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    6.2.7   **Cleaning Frequency**: Batch to Batch/ Product Changeover.

7.0   **ANNEXURES:**
    Not Applicable.

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