



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

SOP No.:

Title: Operation and Cleaning of Static Pass Box

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Operation & Cleaning of Static Pass Box.

2.0 SCOPE:

This SOP is applicable for Operation & Cleaning of Static Pass Box.

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse

4.0 ACCOUNTABILITY:

Head-Warehouse

5.0 ABBREVIATIONS:

QA Quality Assurance
IPA Isopropyl Alcohol
LTD. Limited
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Ensure that the static pass box is clean.

6.1.2 Open the door and place the material container inside the pass box.

6.1.3 After Dispensed kept materials inside pass box and close inside door and ring the bell for inform to another side person for withdraw materials from pass box.

6.1.4 The operator of another side shall open the door of pass box and withdraw dispensed materials from pass box.

6.1.5 The operator shall check the status label and place the material at defined location. After receipt of material close the door.

6.1.6 If the static pass box is not working properly inform to Head Engineering for corrective action.

Remark: - FOR INJECTION BLOCK OPERATION OF STATIC PASS BOX

6.1.7 Ensure that the static pass box is clean.

6.1.8 Switch ON the UV light 20 minutes before starting the activity.



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6.1.9 The material /container transfer to process area shall be kept in under UV exposure for 5 minutes in static pass box and details record in SOP title Operation & Cleaning of Dynamic pass boxes in **Annexure-III**.

6.1.10 Close the door of Static Pass Box after expose UV for 10 min and ring the bell.

6.1.11 Open the door of inner side of static pass box & received the material by trolley.

6.1.12 Close the door of static pass box after getting the material out and ensure that UV light on.

6.1.13 After completion of activity switch of Pass Box & UV.

6.1.14 All Operation & Cleaning of Static Pass Box details show as per given **Annexure –I**

6.2 CLEANING:

6.2.1 Cleaning of static pass box shall be done by mopping the internal surfaces and door's outer surface with dry lint free cloth followed by mopping with 70 % IPA solution, while keeping one door closed at a time.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Pass Box Log	

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.	Detail of Changes	Reason for Change	Effective Date	Updated By

