



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Procedure for 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 and Cleaning of Static Pass Box.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Static Pass Box provided in Microbiology Section of Quality Control Department.

3.0 RESPONSIBILITY:

Officer / Executive-Microbiology

4.0 ACCOUNTABILITY:

Head QC

5.0 ABBREVIATIONS:

Ltd. Limited
NA Not Applicable
No. Number
QC Quality Control
SOP Standard Operating Procedure
UV Ultra Violet

6.0 PROCEDURE:

6.1 INSTRUCTION:

Static Pass Box shall be kept 24 hrs switched on.

6.2 OPERATION:

6.2.1 Switch "ON" the Main Switch.

6.2.2 Open the door and ensure that UV Lights is OFF during opening of the Door.

6.2.3 Before transferring the material check and ensure that Inside Door of Static Pass Box should be closed.

6.2.4 Open the inside Door of Static Pass Box and take out all the containers from Static Pass Box in to the inside area and close the door of the Static Pass Box.

6.2.5 UV Tube replaced after completion of 6000 hours.

6.2.6 Record the observed UV burning hours with help of The Display once in a day in **Annexure-I**, Titled "**UV Burning Hour Record**".

6.3 CLEANING:



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- 6.3.1 Ensure that Static Pass Box should be empty for cleaning.
- 6.3.2 Clean the Internal surfaces and External surface of Static Pass Box daily/ working day with clean mop wetted with 0.22 μ filtered 70 % IPA.
- 6.3.3 During cleaning of Static Pass Box do not spray disinfectant on Display of UV Burning hour meter and Main switch.
- 6.3.4 Record the cleaning details in **Annexure-III**, Titled “**Cleaning Record of Static Pass Box**”.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	UV Burning Hour Record	
Annexure-II	Status Label	
Annexure-III	Cleaning Record of Static Pass Box	

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

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



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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ANNEXURE – II

UV Light reading at Installation	
Date of Installation	
UV Light change at burning hours	
Checked By Sign	

