PHARMA DEVILS

WAREHOUSE DEPARTMENT

| STANDARD OPERATING PROCEDURE | |
|---|---|
| **Department:** Warehouse | **SOP No.:** |
| **Title:** Receipt of Raw Materials in Warehouse | **Effective Date:** |
| **Supersedes:** Nil | **Review Date:** |
| **Issue Date:** | **Page No.:** |

## 1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Reverse Laminar Air Flow Unit installed in PM Warehouse.

## 2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Reverse Laminar Air Flow Unit installed in PM warehouse.

## 3.0 RESPONSIBILITY:

Executive / Officer – QC

Executive / Officer – Warehouse

## 4.0 ACCOUNTABILITY:

Head – Warehouse

## 5.0 ABBREVIATIONS:

| | |
|---|---|
| IPA | Isopropyl Alcohol |
| QC | Quality Control |
| PM | Packaging Material |
| RLAF | Reverse Laminar Air Flow |
| SOP | Standard Operating Procedure |

## 6.0 PROCEDURE:

### 6.1 OPERATION OF RLAF UNIT:

**6.1.1** Ensure that the area and RLAF Unit is cleaned.

**6.1.2** Executive/Officer of user department shall check the due date of cleaning of pre-filter.

**6.1.3** Executive/officer of user department shall check due date of preventive maintenance

**6.1.4** Switch “ON” the mains.

**6.1.5** Switch “ON” the tube light.

**6.1.6** Switch “ON” the fan & exhaust.

**6.1.7** Officer/ Executive QC shall sample the primary packaging materials taking Foil / PVC rolls one by one under the RLAF Unit.

**6.1.8** After completion of the activity switch “OFF” the fan, exhaust, tube light & mains.

**6.1.9** **Remark:** Switch "ON" the RLAF minimum 15 minutes before starting the activity.

## 6.2 CLEANING OF RLAF UNIT:

**6.2.1** Switch "OFF" the mains.

**6.2.2** Clean all surface with clean lint free cloth.

**6.2.3** Use vacuum cleaner if required.

**6.2.4** Pre-filter shall be cleaned as per respective SOP.

**6.2.5** RLAF Unit shall be mopped with 70% IPA once in a day before starting the activity and enter Details in **"Cleaning and Sanitization Record of RLAF".**

## 7.0 ANNEXURES:

Not Applicable.

**ENCLOSURES:** SOP Training Record

## 8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Warehouse
- Controlled Copy No.03 Quality Control
- Master Copy Quality Assurance

## 9.0 REFERENCES

- Schedule M of the Drugs & Cosmetics Act 1940

## 10.0 REVISION HISTORY:

### CHANGE HISTORY LOG

| Revision | Change Control | Details of Changes | Reason for | Effective | Updated |
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