



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning of Pallets, Crates, Racks, Trays and Trolleys

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 6

1.0 OBJECTIVE:

To lay down a procedure for cleaning of Pallets, Crates, Racks, Trays and Trolleys.

2.0 SCOPE:

This SOP is applicable for cleaning of Pallets, Crates, Racks, Trays and Trolleys used in to the all area.

3.0 RESPONSIBILITY:

Officer / Executive – Production/ Warehouse

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

IPA	Iso Propyl Alcohol
Ltd.	Limited
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS:

6.1.1 Ensure that the cleaning activity shall be carried out under supervision.

6.1.2 Ensure that after cleaning, mops are placed on stand and allowed for drying.

6.2 PALLETS CLEANING:

6.2.1 Clean the pallets by using lint free cloth wetted with 70% IPA.

6.2.2 If pallets are soiled with stubborn material, pallets shall be cleaned in washing area as per given below details.

6.2.2.1 Pallets shall be cleaned with purified water, if required use scrubber or brush to clean the pallets.

6.2.2.2 Finally rinse the pallets with purified water.

6.2.2.3 After that clean the pallets with lint free cloth.

6.2.2.4 After cleaning, area supervisor shall check the pallet for satisfactory cleaning.

6.2.2.5 Record the cleaning details in “Pallets Cleaning Record” as per format shown in **Annexure-I**.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning of Pallets, Crates, Racks, Trays and Trolleys

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	2 of 6

6.2.2.6 Frequency: Daily/ whenever required.

6.3 CRATES/ SS BIN CLEANING:

6.3.1 Clean the crates/SS bin by using lint free cloth wetted with 70% IPA.

6.3.2 If crates/SS bin are soiled with stubborn material, crates/SS bin shall be cleaned in washing area as per given below details.

6.3.2.1 Crates/SS bin shall be cleaned with purified water, if required use scrubber or brush to clean the crates.

6.3.2.2 Finally rinse the crates/SS bin with purified water.

6.3.2.3 After that clean the crates/SS bin with lint free cloth.

6.3.2.4 After cleaning, area supervisor shall check the pallet for satisfactory cleaning.

6.3.2.5 Record the cleaning details in “**Crates Cleaning Record**” as per format shown in **Annexure-II**.

6.3.2.6 Frequency: Daily or whenever required.

6.4 TROLLEYS CLEANING:

6.4.1 Trolleys used for material handling shall be cleaned with 70% IPA at the starting of the shift or when it is required.

6.4.2 If required trolleys shall be cleaned with purified water and after that clean the crates/SS bin with lint free cloth and keep at the designated place.

6.4.3 Record the cleaning details in format as shown in “**Trolleys Cleaning Record**” as per format shown in **Annexure-III**.

6.4.4 Frequency: Daily or whenever required.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Pallets Cleaning Record	
Annexure-II	Crates/SS Bin Cleaning Record	
Annexure-III	Trolleys Cleaning Record	

ENCLOSURES: SOP Training Record.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning of Pallets, Crates, Racks, Trays and Trolleys

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	3 of 6	

8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Production
- Controlled Copy No.03 Warehouse
- 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

