



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning of Utensils

<b>SOP No.:</b>		<b>Department:</b>	Production	
		<b>Effective Date:</b>		
<b>Revision No.:</b>	00	<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	1 of 5	

### 1.0 OBJECTIVE:

To lay down a Procedure for Cleaning of Utensils.

### 2.0 SCOPE:

This SOP is applicable for Cleaning of Utensils in DPI section.

### 3.0 RESPONSIBILITY:

Officer/Executive – Production

### 4.0 ACCOUNTABILITY:

Head – Production.

### 5.0 ABBREVIATIONS:

Ltd.	Limited
No.	Number
Pvt.	Private
QA	Quality Assurance
SLS	Sodium Lauryl Sulphate
SOP	Standard Operating Procedure
SS	Stainless Steel
WFI	Water for Injection

### 6.0 PROCEDURE:

#### 6.1 RECEIPT OF NEW UTENSILS:

**6.1.1** All utensils shall be of SS standards.

**6.1.2** New utensils shall be entered in **Annexure – I. “List of Production Utensils”**.

#### 6.2 NUMBERING SYSTEM FOR UTENSILS:

**6.2.1** Each utensil shall have a unique identification number.

**6.2.2** The utensil numbering system shall be **BPU/NN**.

Where,

B : Indicates Block)

PU : Indicates Production Utensil

/ : Indicates Separator

NN : Indicates Utensil serial number which starting from 01, 02, 03.....etc. for particular Block.

For e.g.

Numbering system for first Utensil of Injectable section shall be as: IPU/01.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning of Utensils

<b>SOP No.:</b>		<b>Department:</b>	Production	
		<b>Effective Date:</b>		
<b>Revision No.:</b>	00	<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	2 of 5	

### 6.3 CLEANING OF UTENSILS:

- 6.3.1 Wet the utensils with purified water in sink.
- 6.3.2 After 10 minutes remove the utensils from sink & clean by scrapping the stick material with nylon brush.
- 6.3.3 Rub the utensils by nylon brush using 0.1% SLS Solution.
- 6.3.4 Then wash with purified water and remove the any visible material with the help of nylon brush particularly the corners.
- 6.3.5 Wash thoroughly with Water for Injection (WFI).
- 6.3.6 Dry the utensils with compressed air.
- 6.3.7 After drying, put the utensils under LAF in Vertical LAF in Unit preparation area.
- 6.3.8 Enter the cleaning details in **Annexure – II. “Cleaning Record of Utensils”**.

### FREQUENCY OF CLEANING:

#### 6.4

- 6.4.1 After every Product Changeover.
- 6.4.2 If dirty utensils are kept idle for more than 24 hours.
- 6.4.3 If cleaned utensils are kept idle for more than 124 hours

### 7.0 REFERENCES:

Not Applicable

### 8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	List of Production Utensils	.....
Annexure-II	Cleaning Record of Utensils	.....

**ENLCOSURES:** SOP Training Record



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning of Utensils

<b>SOP No.:</b>		<b>Department:</b>	Production	
		<b>Effective Date:</b>		
<b>Revision No.:</b>	00	<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	3 of 5	

### 9.0 DISTRIBUTION:

- Controlled Copy No.01      Quality Assurance
- Controlled Copy No.02      Production
- Master Copy                      Quality Assurance

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



