



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Entry and Exit Procedure for CIP/SIP and Washing Rooms

<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 2	

### 1.0 OBJECTIVE:

To lay down a Procedure for Entry and Exit procedure for CIP/SIP and washing rooms.

### 2.0 SCOPE:

This SOP is applicable for Entry and Exit Procedure for CIP/SIP and washing rooms.

### 3.0 RESPONSIBILITY:

Officer / Executive Production

### 4.0 ACCOUNTABILITY:

Head Production

### 5.0 ABBREVIATIONS:

%	Percentage
CIP	Cleaning In Place
Ltd.	Limited
No.	Number
QA	Quality Assurance
IPA	Iso Propyl Alcohol
SIP	Sterilization In Place
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

#### 6.1 ENTRY PROCEDURE:

**6.1.1** Record the Entry Details as per SOP, **Annexure-I, Titled- Area Entry and Exit Record.**

**6.1.2** To enter into washing area air lock, push the door inter locking button.

**6.1.3** Open the Door by using elbow and enter in air lock.

**6.1.4** Sanitize the hands with 70% IPA Solution.

**6.1.5** Swing over the Cross over Bench.

**6.1.6** To enter into the washing area, press the push button to release the door.

**6.1.7** Open the door by using elbow and enter into washing area.

**6.1.8** Open the door of CIP/SIP room using elbow and enter in the room.

#### 6.2 EXIT PROCEDURE:

**6.2.1** To enter into washing area by pull, the door.

**6.2.2** Press the push button, Pull the Door and enter in to air lock.



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**6.2.3** Swing over the Cross over Bench.

**6.2.4** To exit from the air lock press the Push button.

**6.2.5** Pull the door and exit from the air lock.

**6.2.6** Record the Exit Details as per SOP, **Annexure-I**, Titled- **Area Entry and Exit Record**.

### 7.0 ANNEXURES:

Not Applicable

**ENCLOSURES:** SOP Training Record.

### 8.0 DISTRIBUTION:

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

### 9.0 REFERENCES:

SOP

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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