



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Handling and Storage of Accessories and Tools Used In Cyclosporine Dispensing and Manufacturing Area

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	1 of 2	

1.0 OBJECTIVE:

To lay down a Procedure for Handling and storage of accessories and tools used in cyclosporine dispensing and manufacturing area.

2.0 SCOPE:

This SOP is applicable for Handling and storage of accessories and tools used in cyclosporine dispensing and manufacturing area at Three Piece production area.

3.0 RESPONSIBILITY:

Officer / Executive -Production/Warehouse

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

No. Number
SOP Standard Operating Procedure
Pvt. Private

6.0 PROCEDURE:

6.1 PRECAUTION:

6.1.1 During operation, do not placed the used accessories e.g. Forceps, scoop, spoon, spatula, etc with any other accessories/tools.

6.2 HANDLING AND STORAGE OF ACCESSORIES AND TOOLS:

6.2.1 Place the used tools & accessories separately in SS container after the completion of use.

6.2.2 Put the used accessories and tools in 2.5% Sodium Hypochlorite solution for decontamination.

6.2.3 Then scrub the accessories/ tools with 1% SLS solution and rinse with WFI.

6.2.4 Finally rinse with WFI and dry it with the compressed air.

6.2.5 Place it into the respective place with proper status label.

6.2.6 Tools/accessories shall be cleaned after each operation.

6.2.7 Enter the cleaning details in **Annexure – II** of SOP (**Cleaning Record of Sampling/Dispensing Tools**).



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7.0 ANNEXURE:

Not Applicable

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

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

9.0 REFERENCE:

In House

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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