	PHARMA DEVILS	
	PRODUCTION DEPARTMENT	

STANDARD OPERATING PROCEDURE				
Title: Procedure for Charging of Vials, Dropper and Cap into the Hopper				
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 charging of vials, dropper and cap into the hopper.

2.0 SCOPE:

This SOP is applicable for charging of vials, dropper and cap into the hopper of vials filling, capping and screwing machine of Three Piece Line.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

IPA	Iso Propyl Alcohol
LAF	Laminar Air Flow
QA	Quality Assurance
SOP	Standard Operating Procedure
Pvt.	Private
Ltd.	Limited

6.0 PROCEDURE:

6.1 INSTRUCTIONS:

6.1.1 Sanitized the hands with filtered 70% IPA Solution before touching the bag containing vials, dropper and cap.

6.1.2 Take the bags of vial, dropper and cap placed under LAF in buffer room and transfer it into filling room by using the mobile LAF.

6.1.3 Take out the bags of vial, dropper and cap from mobile LAF and put it on the table of the bench type LAF.

6.1.4 Take out the bags of vial, dropper and cap from bench type LAF and transfer it into the Filling LAF and open the bag aseptically with the help of knife blade.

6.1.5 Then transfer the vial, dropper and cap in to respective hopper.

6.1.6 Place the loose bag of vials, dropper and cap under Bench LAF aseptically.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record

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8.0   DISTRIBUTION:
- Controlled Copy No.01   Quality Assurance
- Controlled Copy No.02   Production
- 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