



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Transfer of Dispensed Container of Cyclosporine from Dispensing Area to Manufacturing Area

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
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1.0 OBJECTIVE:

To lay down a procedure for Transfer of dispensed container of Cyclosporine from dispensing area to manufacturing area.

2.0 SCOPE:

This SOP is applicable for Transfer of dispensed container of Cyclosporine from dispensing area to manufacturing area of Three Piece Section.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BMR	Batch Manufacturing Record
IPA	Isopropyl Alcohol
Ltd	Limited
Pvt	Private
QA	Quality Assurance
SOP	Standard Operating Procedure
UV	Ultra Violet

6.0 PROCEDURE :

6.1 PRECAUTIONS:

6.1.1 TRANSFER OF DISPENSED CONTAINER OF CYCLOSPORINE:

6.1.1.1 Production person shall verify that dispensed material quantity is as per Material Requisition Slip & BMR before its transfer to manufacturing area.

6.1.1.2 Check & ensure that each container has “**Raw Material Identification Slip**”.

6.1.1.3 Production person shall insure that the Raw Material container is close or not.

6.1.1.4 Dispensed material shall be transferred through lift to production area RM Day store.

6.1.1.5 Sanitize the outside surface of containers by mopping with 70% IPA solution and keep it for 5 minutes inside Dynamic Pass Box under UV light and transfer it into manufacturing area.

6.1.1.6 Unload the containers by opening the Dynamic Pass Box cabinet from manufacturing area side.

6.1.1.7 Switch ‘**OFF**’ the UV light of Dynamic Pass Box.



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6.1.1.8 Clean the Dynamic Pass Box with mopping pad by using 70% IPA solution.

6.1.1.9 Decontaminate the empty used container with 2.5 % Sodium Hypochlorite.

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:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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