



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning & Sanitization of Drain Traps in Production Area

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 4

1.0 OBJECTIVE:

To lay down a Procedure for Cleaning and Sanitization of Drain Traps in Production Area.

2.0 SCOPE:

This SOP is applicable for Cleaning and Sanitization of all the Drain Traps in Production Department.

3.0 RESPONSIBILITY:

Officer / Executive – Production.

4.0 ACCOUNTABILITY:

Head – Production.

5.0 ABBREVIATIONS:

%	Percent
Ltd.	Limited
No.	Number
Pvt.	Private
QA	Quality Assurance
SLS	Sodium Lauryl Sulphate
SOP	Standard Operating Procedure
v/v	Volume by Volume
w/v	Weight by Volume
WFI	Water for Injection

6.0 PROCEDURE:

6.1 After cleaning the concern area, clean the drain (Drain Traps List Shown in **Annexure-I**) of production area daily as per below given procedure.

6.1.1 Remove drain cover, mesh and trap one by one.

6.1.2 Scrub each drain trap valve cover with scrubber or lint free moping pad.

6.1.3 Flush each drain trap valve cover & drain hole with purified water or WFI.

6.1.4 Flush the drain line with WFI and then clean trap with SLS (0.1% w/v solution).

6.1.5 Finally rinse it with purified water/WFI & then disinfectant solution fill up to drain neck to avoid an bad smell or contamination.

6.1.6 Place the Drain trap valve cover at its position.

6.1.7 Fill all the drain traps with disinfectant solution as per Routine schedule.

6.1.8 After cleaning maintained the status board of drain cleaning status.



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6.1.9 Record the Cleaning & Sanitization details of Drain Traps as per **Annexure – II**.

6.1.10 Flush the Sodium Hydroxide Solution (5% w/v) very slowly in drain traps. (Once in week). Method of preparation of Sodium Hydroxide Solution is given below.

S. No.	Name of Solution	Frequency	Concentration	Used Within	Method of Preparation
1.	Sodium Hydroxide Solution	Weekly	5% w/v	Immediately	Take 500 gm of Sodium Hydroxide & Dissolve in Water For Injection and make up the Volume up to 10.0 Liter. It is Prepared Immediately before Use.
2.	Schedule Disinfectant	Daily	As per SOP	24 Hours	As per Disinfectant preparation SOP.

6.2 FREQUENCY:

6.2.1 **Cleaning of Drain Traps:** Once in day.

6.2.2 **Filling of Disinfectant Solutions in Drain Traps:** Once in a day.

6.2.3 **Pouring of NaOH Solution:** Once in weak.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	List of Drain Traps	
Annexure-II	Cleaning & Sanitization Record of Drain Traps	

ENLCOSURES: 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	Prepared By



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ANNEXURE – I LIST OF DRAIN TRAPS

Block:

Department:

S.No.	Drain Point No.	Location
1.		Filling 01
2.		Filling 02
3.		Filtration 01
4.		Filtration 02
5.		Mixing 01
6.		Mixing 02
7.		Garment Washing Area
8.		Utensil Washing
9.		Janitor room
10.		Disinfectant preparation room
11.		Unit preparation room



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ANNEXURE – II CLEANING & SANITIZATION RECORD OF DRAIN TRAPS

Block:

Section:

Date:

Disinfectant Used:

Frequency: Cleaning of Drain Traps: Once in a day

Filling of Disinfectant Solution in Drain Traps: Once in a day

NaOH Solution Poured: Weekly.

S. No.	Drain Point No.	Location	Date	Cleaning & Disinfectant Filling, NaOH solution pouring Details in Drain Traps				
				Cleaning Done By	Scheduled Disinfectant Solution Filled by	NaOH Solution Poured By	Checked By Sign & Date	Remarks
1.		Filling 01						
2.		Filling 02						
3.		Filtration 01						
4.		Filtration 02						
5.		Mixing 01						
6.		Mixing 02						
7.		Garment Washing						
8.		Utensil Washing						
9.		Janitor room						
10.		Disinfectant preparation room						
11.		Unit preparation room						