



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning and Filling of Isopropyl Alcohol Bottles

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 3

1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Filling of Isopropyl Alcohol Bottles.

2.0 SCOPE:

This SOP is applicable for Cleaning and Filling of Isopropyl Alcohol Bottles used in to the Production department.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

- 6.1 Isopropyl Alcohol Bottles shall be cleaned with Purified Water, if required using scrubber or brush for cleaning the Isopropyl Alcohol Bottles.
- 6.2 Finally rinse the Isopropyl Alcohol Bottles with Water for Injection.
- 6.3 The Isopropyl Alcohol Bottles shall be allowed to air dry.
- 6.4 Finally mop the dried Isopropyl Alcohol Bottles with 70% IPA from outside.
- 6.5 After cleaning, area supervisor shall check the Isopropyl Alcohol Bottles for satisfactory cleaning.
- 6.6 Autoclave in case of Autoclavable Isopropyl Alcohol Bottles.
- 6.7 Now fill the Isopropyl Alcohol in IPA Bottles.
- 6.8 Record the cleaning details in “IPA Bottles Cleaning and Filling Record” as per format shown in Annexure-I.
- 6.9 **Frequency:** Daily



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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	IPA Bottles Cleaning and Filling Record	

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

