



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning of Pallets, Crates, Racks, Trays and Trolleys

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 10

1.0 OBJECTIVE:

To lay down a procedure for cleaning of Pallets, Crates, Racks, Trays and Trolleys.

2.0 SCOPE:

This SOP is applicable for cleaning of Pallets, Crates, Racks, Trays and Trolleys used in to the all area.

3.0 RESPONSIBILITY:

Officer / Executive – Production
Officer / Executive – Warehouse

4.0 ACCOUNTABILITY:

Head – Production/Warehouse

5.0 ABBREVIATIONS:

IPA Iso Propyl Alcohol
Ltd. Limited
No. Number
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS:

6.1.1 Ensure that the cleaning activity shall be carried out under supervision.

6.1.2 Ensure that after cleaning, mops are placed on stand and allowed for drying.

6.2 PALLETS CLEANING:

6.2.1 Clean the pallets by using clean cloth wetted with 70% IPA.

6.2.2 If pallets are soiled with stubborn material, pallets shall be cleaned in washing area as per given below details.

6.2.3 Pallets shall be cleaned with purified water, if required use scrubber or brush to clean the pallets.

6.2.4 Finally rinse the pallets with purified water.

6.2.5 The Pallets shall be wiping with lint free cloth.

6.2.5.1 After cleaning, area supervisor shall check the pallet for satisfactory cleaning.

6.2.5.2 Record the cleaning details in “Pallets Cleaning Record” as per format shown in **Annexure-I**.



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6.2.5.3 Frequency: Daily

6.3 CRATES CLEANING:

6.3.1 Clean the pallets by using lint free cloth wetted with 70% IPA.

6.3.2 If crates are soiled with stubborn material, crates shall be cleaned in washing area as per given below details.

6.3.2.1 Crates shall be cleaned with purified water, if required use scrubber or brush to clean the crates.

6.3.2.2 Finally rinse the crates with purified water.

6.3.2.3 The crates shall be wiping with lint free cloth.

6.3.2.4 After cleaning, area supervisor shall check the pallet for satisfactory cleaning.

6.3.2.5 Record the cleaning details in “**Crates Cleaning Record**” as per format shown in **Annexure-II**.

6.3.2.6 Frequency: Weekly

6.4 RAW MATERIAL RACKS / CUPBOARDS CLEANING:

6.4.1 Clean the raw material racks and cupboards with clean cloth wetted with purified water.

6.4.2 If there is any spillage on racks and cupboards, inform to area supervisor and handle the material according to the instructions given in SOP of **spillage of material** or MSDS (Material Safety Data Sheet).

6.4.3 Record the cleaning details in “**Raw Material Racks / Cupboards Cleaning Record**” as per format shown in **Annexure-V**.

6.4.4 Frequency: Twice in Week or as per requirement.

6.5 PACKING MATERIAL RACK:

6.5.1 Clean the pigeon hole rack and Packing material rack with clean cloth or vacuum cleaner.

6.5.2 Record the packing material rack cleaning details in “**Packing Material Rack Cleaning Record**” as per format shown in **Annexure-VI**.

6.5.3 Frequency: Weekly

6.6 TROLLEYS CLEANING:

6.6.1 Trolleys used for material handling shall be cleaned with 70% IPA at the starting of the shift or when it is required.



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6.6.2 If required trolleys shall be cleaned with purified water and wiping with clean cloth and keep at the designated place.

6.6.3 Record the cleaning details in format as shown in “**Trolleys Cleaning Record**” as per format shown in **Annexure-III**.

6.6.4 Frequency: Daily

6.7 TRAYS CLEANING:

6.7.1 Trays used for filled vials handling shall be cleaned at the end of the shift or when it is not in use.

6.7.2 Trays shall be cleaned with purified water or 70% IPA, dry with help of dry and clean cloth and keep at the designated place.

6.7.3 Record the cleaning details in format as shown in “**Trays Cleaning Record**” as per format shown in **Annexure-IV**.

6.7.4 Frequency: Daily

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Pallets Cleaning Record	
Annexure-II	Crates Cleaning Record	
Annexure-III	Trolleys Cleaning Record	
Annexure-IV	Trays Cleaning Record	
Annexure-V	Raw Material Racks / Cupboards Cleaning Record	
Annexure-VI	Packing Material Rack Cleaning Record	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Production
- Controlled Copy No.03 Warehouse
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

