



PHARMA DEVILS

**SOP FOR CLEANING AND STORAGE OF DISPENSING
ACCESSORIES**

PROTOCOL No.:

1.0 OBJECTIVE:

To lay down the procedure for cleaning of dispensing accessories which are used for dispensing of raw materials.

2.0 SCOPE:

This procedure shall be applicable on raw materials stores.

3.0 RESPONSIBILITY:

Store Executive & store supervisor.

4.0 PROCEDURE:

4.1 Cleaning Procedure

4.1.1 Immediately after completion of dispensing of material, all used accessories shall be transferred in a poly bag labeled as “to be cleaned” to washing area.

4.1.2 Take a cleaned polythene bag to keep cleaned accessories.

4.1.3 Accessories like scoops, spatula, and spoons shall be cleaned by using purified water.

4.1.4 Accessories shall be washed with teepol solution using the nylon brush.

4.1.5 Accessories shall be rinsed with the purified water

4.1.6 Accessories shall be checked visually for cleanliness.

4.1.7 Dry the cleaning over dry lint free Mop.

4.2 Storage of accessories.

4.2.1 The cleaned sampling & dispensing accessories shall be kept in a cleaned poly bag.

4.2.2 Affix the “Cleaned” label duly signed by store executive.

4.2.3 Close the poly bag by cable tie.

4.2.4 The cleaned accessories shall be shifted to their dedicated place in dispensing area through pass box.



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5.0 SAFETY AND PRECAUTIONS:

5.1 All the accessories should be handled carefully.

6.0 REVISION HISTORY:

Revision No	Reason for revision	Superseded from and date
00	New SOP	

7.0 REFERENCES:

Not applicable

8.0 ABBREVIATIONS:

SOP- Standard operating procedure

SS - stainless steel

9.0 ANNEXURE:

Not Applicable