	SOP FOR CLEANING OF PALLETS	SOP No.:
PHARMA DEVILS		

1.0 OBJECTIVE:

To lay down procedure for cleaning of pallets

2.0 SCOPE:

This procedure applicable for cleaning of pallets

3.0 RESPONSIBILTY:

Store Executive shall be responsible for implementing SOP for the cleaning of pallets.

4.0 PROCEDURE:

4.1 Remove dirty pallets from the rack with hydraulic stacker and transfer to the floor.

4.2 Clean the pallets by dry mop followed with lint free mop.

4.3 In case of any stain, clean the pallets with wet mop with 70% IPA

4.4 Re-arrange the pallets in the respective racks.

4.5 Frequency of cleaning the pallet.

4.6 Weekly or any incident of spillage, whichever is earlier.

5.0 SAFETY AND PRECAUTIONS:

5.1 One time one pallet should be handled.

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Revision No	Reason for revision	Superseded from and date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

IPA   : Isopropyl alcohol

QC   : Quality control

%   : Percentage.

9.0   ANNEXURE:

Not Applicable