



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Cleaning of Raw Material Sampling Area	Effective Date:
Supersedes: Nil	Review Date:
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OBJECTIVE:

To lay down a procedure to describe the steps to be followed for the cleaning of raw material sampling area.

SCOPE:

This SOP is applicable to the cleaning of raw material sampling area.

RESPONSIBILITY:

Technical Supervisor and Executive

ACCOUNTABILITY:

Head – Quality Control

REFERENCE:

In House

ATTACHMENT:

Attachment - I Format for Raw material sampling area cleaning record.

PROCEDURE:

1.0 Floor cleaning :

- 1.1 Clean the floor at the beginning and end of each shift.
- 1.2 Clean the floor with 2.5 % v/v disinfectant solution (Dettol).

2.0 Wall cleaning :

- 2.1 Clean the wall every weekend with a clean wet cloth followed by a clean dry cloth.

Note: At the end of the cleaning operation, technical supervisor inspects the area and makes a record of it in the “Raw material sampling area cleaning Record”.

3.0 ABBREVIATION:



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QC : Quality Control

QA : Quality Assurance

CC No. : Change Control number

SOP : Standard Operating Procedure