



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Dedusting of the Raw and packing Material at the time of Receipt

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

Purpose: To lay down operating procedure for the de-dusting of the Raw and packing material at the time of receipt.

Scope: This procedure is applicable for

Responsibility: Chemist stores

To follow the de-dusting procedure

Security supervisor:

1. To make agate entry of all incoming goods into the inward register.
2. Intimate the stores person regarding the receipt of material.

Procedure:

1. All the materials are generally reach to the factory premises through a ramp from the supplier.
2. The ramp has come through various climates and can carry a lot of dust on its surface or may be on the surface of the container.
3. If that dust has not been cleaned properly then that can become a source of cross contamination.
4. When thew material reaches in to the factory premises, the driver of the ramp will give delivery challen at the security gate.
5. Then security supervisor makes a gate entry in to the inward register.
6. He Informs to the stores department regarding the receipt of the material. The following instructions for the stores person
7. Unload the material near to the de -dusting booth
8. Check the material as per the challen for the quantitative details. and inform to the purchase department regarding the discrepancy found at the time of receipt.
9. Clean each container first with wet cloth followed by dry cloth.
10. Change the cloth or wash it if it becomes dirty.
11. Take care while cleaning the gunny bags do not use wet cloth and clean the bags with dry cloth only
12. If many materials received at the same time then first de-dust Active Pharmaceutical Ingredients followed by colour, then finally excepiet dedust the material
13. Dedust one material at one time in de dusting area.
14. Always use clean cloths when de dusting of new material starts.