



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Maintaining of Dispensing area	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

PURPOSE: To lay out the operating procedure to maintain cleanliness of Dispensing area.

SCOPE: This procedure is applicable for

RESPONSIBILITY:

Store Supervisor
To supervise the activity

FREQUENCY: Each time after use of Dispensing Area

PROCEDURE:

1. Check that exhaust duct is clean & working properly.
2. Check the cleanliness of area as per SOP
3. Check the temperature & humidity of area as per SOP
4. Check the cleanliness of the dispensing accessories as per SOP No.....
5. Check that the balance is cleaned & calibrated as per SOP
6. In case of product change, perform the line clearance as per SOP.....
7. Perform the dispensing as per SOP
8. Transfer the dispensed material to the Day Store in presence of authorized personnel.
9. After completion of dispensing, switch off the exhaust duct & perform the area cleaning as per SOP
10. Perform the cleaning of dispensing accessories as per SOP.....
10. Perform the balance cleaning as per SOP
11. Record the above performed activities in daily log sheet.

DISTRIBUTION:

Dispensing area
Quality assurance
Plant Head