



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Cleaning of Sampling Tools SOP for Entry and Exit Procedure of RM Sampling area	Effective Date:
Supersedes: Nil	Review Date:

1.0. OBJECTIVE:

To lay down a procedure for the Entry and Exit in Raw material Sampling Area

2.0. SCOPE:

This procedure is applicable for the Entry and Exit in Raw material Sampling area.

3.0. RESPONSIBILITY:

Officer/Executive/Manager-Quality Control

4.0. ACCOUNTABILITY:

Head –Quality Control Department

5.0 DEFINITION:

NA

6.0. PROCEDURE:

6.1 Entry Procedure:

6.1.1 Enter in the warehouse as per entry and exit procedure of warehouse as per SOP.

6.1.2 Enter in the change room of raw material sampling area

6.1.3 Remove the primary gowning of warehouse and sleeper and put in the SS crossover bench

6.1.4 Cross the crossover bench and wear the company sleeper and followed by company gown

6.1.5 Wear the hands and wear the gloves

6.1.6 Open the door of sampling room with the help of elbow and enter in sampling room

6.2 Exit Procedure:

6.2.1 Remove the sleeper and put in the shelf provided in the SS cross over bench

6.2.2 Remove the company dress and put in the used garments cabinet

6.2.3 Disinfectant the hands

6.2.4 Cross the crossover bench and exit from the sampling area



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6.2.5 Wear the primary gowning of warehouse and sleeper and exit

6.3 Entry procedure for Visitors

6.3.1 Wear the shoe cover, disposable apron and cap

6.3.2 Enter in the sampling area by cross over bench

6.3.3 Enter in the sampling room

6.4 Exit Procedure for visitors

6.4.1 Remove the apron, cap and shoe cover and put the used garment cabinet and exit

7.0. ABBREVIATION:

Abbreviation	Full form of abbreviation used
QC	Quality Control
Ltd.	Limited
SOP	Standard Operating Procedure
QA	Quality Assurance
RM	Raw Material
SS	Stainless steel

8.0 ANNEXURES:

NA

9.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Control
- Master Copy Quality Assurance Department

10.0 REFERENCES:

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11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		