



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Liquid Transfer Pump (TRANSFLO)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Vernacular SOP:** No

### 1.0 OBJECTIVE:

1.1 To lay down a procedure for cleaning and operation of Liquid Transfer Pump.

### 2.0 SCOPE:

2.1 This SOP is applicable for the cleaning and operation of Liquid Transfer Pump and its accessories in the production area.

### 3.0 RESPONSIBILITY:

3.1 Production Officer/ Executive : Checking Cleaning and Operation of Liquid Transfer Pump

3.2 Production Officer/ Executive : Supervision of Cleaning and Operation of Liquid Transfer Pump

3.3 IPQA Person : Line Clearance, On line Process Confirmation

3.4 Head Production : SOP Compliance for Cleaning and Operation of Liquid transfer pump

### 4.0 DEFINITION (S):

4.1 NA

### 5.0 PROCEDURE:

#### 5.1 CLEANING

5.1.1 Affix dully filled "UNDER CLEANING" status label on equipment with date and signature of the Production Officer as per SOP "STATUS LABELING".

5.1.2 Enter the cleaning start time in equipment usage log sheet as per SOP "MAKING ENTRIES IN EQUIPMENT USAGE AND CLEANING LOG SHEET".

5.1.3 Dedust the external surface of Liquid Transfer Pump with clean lint free cloth.

5.1.4 Clean the cleaned parts with 2% sodium lauryl sulfate before final rinsing of equipment/parts in case of previous product API is Efavirenz. (For 1 liter 2% Sodium Lauryl Sulphate, take 20 g Sodium Lauryl Sulphate and dissolve in 1 liter of purified water).

5.1.5 Dip the lower portion of pump into water. Then connect the pipe with compressed air supply.

5.1.6 This starts the pump. Continue this until fresh water comes out from outlet.

5.1.7 Wipe the outer surface of the body of Solution Transfer Pump with lint free cloth dipped in 70 % v/v IPA.

5.1.8 Ensure that the equipment is visually clean. Clean solution supply pipe with water.



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- 5.1.9 Replace the “UNDER CLEANING” status label with ‘CLEANED’ status with duly filled and signed by production and QA personnel.
- 5.1.10 If the equipment remains idle for more than 72 hours after cleaning, then clean the equipment by wiping with 70% v/v IPA solution before use.
- 5.1.11 Record the cleaning observations in equipment usage log sheet as per SOP “MAKING ENTRIES IN EQUIPMENT USAGE AND CLEANING LOG SHEET”.

### 5.2 OPERATION

- 5.2.1 Affix duly filled “EQUIPMENT STATUS” status label on equipment with date and signature of the Production Officer as per SOP “STATUS LABELING”.
- 5.2.2 Connect the one end of the transfer pipe to the Supply pump and other end to the respective place where the solution is to be transfer.
- 5.2.3 Dip the lower portion of the pump to solution containing container.
- 5.2.4 Connect the air pipe to the compressed air supply. Start the compressed air supply.
- 5.2.5 Transfer of IPA, MDC, and Water etc. from container as per BMR to respective place begins.
- 5.2.6 Stop the compressed air supply after completion of the solution transfer.
- 5.2.7 Record the activity in equipment usage log sheet as per SOP “MAKING ENTRIES IN EQUIPMENT USAGE AND CLEANING LOG SHEET”.
- 5.2.8 Affix “UNDER CLEANING” label on the pump after completion of activity.

### 6.0 ABBREVIATION (S):

- 6.1 IPA : Iso Propyl Alcohol
- 6.2 SOP : Standard Operating Procedure
- 6.3 MDC : Methylene Dichloride

### 7.0 REFERENCES (S):

- 7.1 SOP No.: Making entries in equipment usage and cleaning log sheet.
- 7.2 SOP No.: Status Labeling.

### 8.0 ANNEXURE (S):

- 8.1 NIL

### 9.0 DISTRIBUTION:

- 9.1 **Master Copy (s):** Quality Assurance
- 9.2 **Controlled Copy (s):** Production department (02), Quality Assurance (01)



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9.3 **Reference copy (s):** Production department (05)

### 10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (S) For revision	Details Of revision	Effective Date
01	00	NA	New SOP	NA	NA