



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Inventory and storage of FBD/FBP Finger Bag / RMG filter Bag / Air Jet Micronizer Filter Bag / Air jet micronizer filter bag	<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 Inventory and Storage of FBD/FBP Finger Bag/RMG Filter Bag/Air Jet Micronizer Filter Bag.

#### 2.0 SCOPE:

2.1 This procedure is applicable to Inventory and Storage of FBD/FBP Finger Bag/RMG Filter Bag/Air Jet Micronizer Filter Bag in Production Department.

#### 3.0 RESPONSIBILITY:

- 3.1 Technical Associate: Cleaning and Operation of equipment.
- 3.2 Officer and Executive: Execution of cleaning and operation of equipment
- 3.3 Head Production: SOP compliance
- 3.4 IPQA Person: Line Clearance

#### 4.0 DEFINITION(S):

4.1 NA

#### 5.0 PROCEDURE:

##### 5.1 For Inventory

- 5.1.1 On intimation of receipt from stores, collect all the FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag.
- 5.1.2 Check the integrity of individual FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag and record the observations in Annexure-I, Annexure-II, Annexure III and Annexure-IV.
- 5.1.3 Remark 'OK' for pass FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag and 'Not OK' for FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag which fails the integrity test. Return back the defective FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag to stores.
- 5.1.4 Allot a code no. as per SOP to the pass FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag and transfer the respective storage area.
- 5.1.5 Record the observations in Annexure-I, II, III and IV.
- 5.1.6 Clean the FBD/FBP finger bag / RMG Filter Bag/ Air Jet Micronizer filter bag as per SOP.

##### 5.2 Storage of FBD/FBP finger bag and RMG filter bag



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- 5.2.1 Place completely dried FBD/FBP finger bag and RMG filter bag in individual polythene bags and affix dully filled and signed 'CLEANED' label as per SOP.
- 5.2.2 Ensure that the product specific storage cabinet is empty, clean and dry.
- 5.2.3 Place the packed and labeled FBD/FBP finger bag and RMG filter bag in the product specific storage cabinet.
- 5.2.4 While Issuance and receiving back the FBD/FBP finger bag / RMG filter bag for corresponding product, record the observations in Annexure-I, Annexure-II & annexure III.

**5.3 Storage of Air Jet Micronizer filter bag**

- 5.3.1 Place completely dried Air Jet Micronizer filter bag in individual polythene bags and affix dully filled and signed 'CLEANED' label as per SOP.
- 5.3.2 Ensure that the product specific storage cabinet is empty, clean and dry.
- 5.3.3 Place the product specific six cleaned filter bag in one polythene bag and affix dully filled and signed 'CLEANED' label as per SOP.
- 5.3.4 Place the packed and labeled Air Jet Micronizer filter bag in the product specific storage cabinet.
- 5.3.5 While Issuance and receiving back the Air Jet Micronizer filter bag for corresponding product, record the observations in Annexure-IV.

**5.4 Precaution**

- 5.4.1 Do not store FBD/FBP finger bag / RMG filter bag/ Air Jet Micronizer filter bag in wet condition.
- 5.4.2 Store FBD/FBP finger bag / RMG filter bag/ Air Jet Micronizer filter bag in product specific clean and dry cabinet only.

**6.0 ABBREVIATION(S):**

- 6.1 FBD : Fluidized Bed Dryer.
- 6.2 FBP : Fluidized Bed Processor.
- 6.3 SOP : Standard Operating Procedure
- 6.4 RMG : Rapid Mixer Granulator
- 6.4 SS : Stainless Steel

**7.0 RERERENCE(S):**

- 7.1 SOP: Coding of accessories
- 7.2 SOP: Cleaning and utilization of FBD/FBP finger bag and RMG filter bag/Micronizer filter bag.
- 7.3 SOP: Status Labeling



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### 8.0 ANNEXURE(S):

Annexure no.	Title of Annexure	Format No.	Mode of execution
Annexure - I	FBD finger bag inventory record		Log book
Annexure – II	RMG filter bag inventory record		Log book
Annexure - III	FBP finger bag inventory record		Log book
Annexure - IV	Air Jet Micronizer filter bag inventory record		Log book

### 9.0 DISTRIBUTION:

**Master Copy** : Quality Assurance

**Controlled Copy (S)** : Production department (2), Quality Assurance (1)

**Reference Copy (S)** : Production department (2)

### 10.0 RIVISION HISTORY:

S.No.	Version No.	Change Control No.	REASON(S) FOR REVISION	DETAILS OF REVISION	Effective Date
01	00	NA	New SOP	NA	NA







