



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Deep Freezer	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Operation of Deep freezer

### 2.0 SCOPE:

This procedure is applicable to Cleaning and Operation of deep freezer in Tablet Production department.

### 3.0 RESPONSIBILITY:

Technical Associate: Cleaning and Operation.

Officer/ Executive Production/IPQA: Supervision

Head Production: SOP Compliance.

IPQA: SOP Compliance.

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

#### 5.1 Cleaning:

5.1.1 Switch "OFF" the mains of the machine.

5.1.2 Replace the "UNDER PROCESS" status label with "TO BE CLEANED" status label with date and signature of production officer.

5.1.3 Allow the deep freezer to completely defreeze so as it condensates all the ice flakes inside the chamber of the deep freezer.

5.1.4 Dry the chamber with the help of lint free duster till no water left inside.

5.1.5 Clean the outer surface of deep freezer with the help of wet lint free cloth followed by dry lint free cloth.

5.1.6 Replace "TO BE CLEANED" status label with "CLEANED" status label with date and signature of the Production Officer.

#### 5.2 Operation:

5.2.1 Switch "ON" the mains of the machine.

5.2.2 Replace the "CLEANED" status label with "UNDER PROCESS" status label with date and signature of production officer.

5.2.3 Set the temperature from ^v keys as desired from the temperature setting given in the display.

5.2.4 Wait till the desired temperature is achieved.

5.2.5 Open the chamber of the deep freezer and load the material when specified temperature is achieved.



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5.2.6 The Deep freezer should remain “ON”, till the material is inside to maintain the desired temperature.

5.2.7 If no material to be stored inside deep freezer, switch of the Deep freezer till further used for storage.

### 6.0 ABBREVIATION (S):

SOP: Standard Operating Procedure.

### 7.0 REFERENCE(S):

SOP: Status labeling

### 8.0 ANNEXURE (S):

NA

### 9.0 DISTRIBUTION:

**Master Copy:** Quality Assurance

**Controlled Copy (s):** Production department, Quality Assurance

**Reference Copy (s):** Production department