



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Dynamic Pass Box	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

1.1 To lay down the procedure for Cleaning and Operation of Dynamic Pass Box.

2.0 SCOPE:

2.1 This **Procedure** is applicable for Cleaning and Operation of Dynamic Pass Box in Production Department.

3.0 RESPONSIBILITY:

3.1 Technical associate Production - For Execution

3.2 Officer/ Executive Production - For verification and implementation of SOP

3.3 Head Production - Shall ensure compliance of the SOP.

4.0 DEFINITION(S):

4.1 NA

5.0 PROCEDURE

5.1 Cleaning Procedure:

5.1.1 Remove all the Material from the pass box (If any).

5.1.2 Open the Outer door by pressing Open button on pass box from the packing hall side and mop the door and outer side of the cabinet with wet lint free cloth followed by dry lint free cloth.

5.1.3 Close the outer door from the packing hall side.

5.1.4 Open the inner side door by pressing open button on pass door from change part and primary packing material storage room and mop the inner surface of the pass box with wet lint free cloth followed by dry lint free cloth.

5.1.5 Close the door and mop the outer cabinet from Wet lint free followed by dry lint free cloth.

5.2 Operation:

5.2.1 Ensure the UV light is "ON" on the screen of pass box before opening the door from packing hall side or from Change part & primary packing material storage room.

5.2.2 Press the open button on screen, the UV light is OFF and the normal light is ON and the screen show 'Please open the door with in 5 sec'. (If the door is not open within the time limit alarm will buzzer in the Pass box , press the box from outside till the alarm will OFF).

5.2.3 Open the door, the screen show 'This door is open' Put the material in the pass box from packing hall or from Change part & primary packing material storage room and close the door.



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5.2.4 Open the other side door by pressing the Open button and remove the material from the pass box and close the door after removal of the material.

5.3 Air Pressure Recording:

5.3.1 Ensure the "ON" position of the pass box.

5.3.2 Open the door by pressing open button on pass box.

5.3.3 Record the pressure shown on the gauge on annexure I.

Frequency: Once in a day.

Limit: 5 - 15 mm of WC.

Note: If differential pressure shows below limit then inform to the maintenance department for rectification.

6.0 ABBREVIATION (S):

6.1 SOP: Standard Operating Procedure.

6.2 No. : Number.

6.3 NA : Not applicable.

6.4 Sec.: Second.

7.0 REFERENCES(S):

7.1 NA

8.0 ANNEXURE(S):

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Air pressure record for Dynamic Pass Box		Log Book

9.0 DISTRIBUTION:

9.1 Master Copy : Quality Assurance

9.2 Controlled Copy (S): Production department

9.3 Reference Copy (S): Production department

10.0 REVISION HISTORY:

S. No.	Version No.	Change Control No.	Reason (s) for Revision	Details of revision	Effective Date
1.	00		New SOP	NA	

