
 ACCENT PHARMACEUTICALS & DIAGNOSTICS FOREST ROAD SOLAN, H.P. (INDIA) QUALITY ASSURANCE DEPARTMENT STANDARD OPERATING PROCEDURE			
Title: Procedure For Cleaning of Pallets		SOP No.	APD/WAH/020
Revision No.	07	Supersedes	06
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Effective Date	21/01/2023	Review Date	20/01/2025

1.0 OBJECTIVE:

To lay down a procedure for cleaning of pallets.

2.0 SCOPE:

This SOP is applicable for cleaning of pallets of warehouse in Accent Pharmaceuticals & Diagnostics Forest Road, Solan, Himachal Pradesh (India).

3.0 RESPONSIBILITY:

Designation	Responsibilities
Officer/Executive of respective Department	Responsible to complies the procedure mentioned in the SOP.

4.0 ACCOUNTABILITY:

Head Warehouse

5.0 PROCEDURE:

- 5.1** Remove the container or Corrugated Boxes from the metal and plastic Pallets.
- 5.2** Send the Pallets in De-dusting area.
- 5.3** Person should be covered with Nose mask and uniform.
- 5.4** Clean the pallets with vacuum cleaner.
- 5.5** Remove any adhered material with suitable means.
- 5.6** For plastic pallets clean with water and mop with lint free cloth.
- 5.7** Clean the Pallets by 0.1% IPA solution by lint free cloth.

6.0 ANNEXURE:

NIL

7.0 SAFETY PRECAUTION:

Before cleaning of pellets person should wear the personal protective equipment.

8.0 ABBREVIATIONS:




SOP : Standard Operating Procedure

WAH : Warehouse

IPA : Iso Propyl Alcohol

9.0 SOP DISTRIBUTION:

Sr. No.	Department	Copy No.	Controlled Copy (For office use)/Display Copy
1.	Quality Assurance	01	Controlled Copy
2.	Warehouse	02	Controlled Copy
3.	Warehouse General RM	03	Display Copy
4.	Warehouse Hormone RM	04	Display Copy

	Prepared By	Checked By	Approved By
Signature			
Date	21/01/2023	21/01/2023	21/01/2023
Name	Harsh Kumar	Anu Sharma	Pramod Katar
Designation	Sr. Executive	Asst. Manager	Manager
Department	Warehouse	Warehouse	Quality Assurance



ACCENT PHARMACEUTICALS & DIAGNOSTICS
FOREST ROAD SOLAN, H.P. (INDIA)
QUALITY ASSURANCE DEPARTMENT
STANDARD OPERATING PROCEDURE



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10.0 CROSS REFERENCE SOP (S):

Sr. No.	Cross Reference SOP No.
1.	Not Applicable

11.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Change Control No.	Reason For Revision
00	25 MARCH 2010	New SOP	NA	New SOP
01	24 MARCH 2012	Periodic Review	NA	Periodic Review
02	23 MARCH 2014	Periodic Review	NA	Periodic Review
03	22 MARCH 2016	Periodic Review	NA	Periodic Review
04	05 JULY 2018	Periodic Review	NA	Periodic Review
05	10/01/2019	➤ change in SOP format as per SOP No.: APD/QAD/001 ➤ Re-Formation of Procedure	APD/CC/1822	System up-gradation
06	19/01/2021	Periodic Review	NA	Periodic Review
07	21/01/2023	Periodic Review	NA	Periodic Review

12.0 REFERENCE:

In-house .

	Prepared By	Checked By	Approved By
Signature			
Date	21/01/2023	21/01/2023	21/01/2023
Name	Nareesh Kumar	Anu Sharma	Pranod Kumar
Designation	Sr. Executive	Asst. Manager	manager
Department	Warehouse	Warehouse	Quality Assurance