



ORIGINAL

SOP #	VC-NPR-003	TITLE:	Effective:	11/15/12
Revision #	00	Cleaning of Warehouse Area	Status:	APPROVED
Superseded By:	N/A		Total Pages:	03

REVIEWED BY/DATE:	QUALITY APPROVAL/DATE:
<i>P. Patel 10/11/21</i>	<i>M. Shah 10/11/21</i>

1. Purpose:

To describe a general procedure for cleaning warehouse area

2. Scope:

This SOP applies to keep the warehouse area in a clean and sanitary condition and in repair sufficient to prevent components, dietary supplements, or contact surfaces from becoming contaminated.

3. Responsibility: Warehouse Personnel, Maintenance/Sanitary Assistant, Production Supervisor/Manager, Quality Assurance

4. Reference: 21 CFR 111 Subpart C 111.23 (b)

5. Procedure:

- a. Following preventive measures are taken to avoid contamination and to keep the warehouse area clean and sanitized.
 - i. Warehouse/Janitorial personnel shall sweep and mop the floor regularly and whenever required.
 - ii. Warehouse floor needs to be cleaned regularly with vacuum cleaner with special rotating brushes and the capacity to suck any excess water or detergent solution left behind.
 - iii. The racks in the warehouse along with pallets, forklifts, trolleys, pallet jacks must be wiped with a cloth soaked with warm water routinely.
 - iv. Warehouse/Janitorial personnel will de-dust drums of raw materials and in-process materials regularly by using a clean cloth soaked with warm water.
 - v. Containers with raw materials should be closed with proper and clean lids at all times. Raw material received in paper bags too, should be de-dusted regularly.
 - vi. Any raw material in a damaged or open container or paper bag should be transferred in another intact containers lined by polyethylene bag and securely tightened.
 - vii. Keep all raw materials, in-process or finished product in designated areas, and off the floor.
 - viii. Space between two aisles should be kept clear and unobstructed.
 - ix. Areas behind the installed racks should be cleaned regularly, since those areas form a dead-space. Any suspicious/unusual observations should be brought to the attention of QA immediately.



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- x. Trash and other waste generated during production time will be disposed off every day into the waste removal container to avoid further contamination. Trash container within the facility or waste removal container outside the facility will never be allowed to overflow which may be a potential source of contamination. A routine pick up schedule for waste removal container will be set up by management.
- xi. Keep the door closed between production area and warehouse to avoid flies and other bugs from entering the facility. All doors and loading docks must be sealed and crack free. A florescent vector light shall be placed 4 to 6 feet high, from the floor, on the wall near the warehouse entrance to prevent flies from entering the facility. The glue board shall be checked and replaced regularly and recorded in the provided log.
- xii. Warehouse loading door shall be cleaned once a month by wiping out with disinfectant solution (Lysol® cleanser & Clorox® bleach) diluted in warm water as per label claim.
- xiii. A separate warehouse cleaning logbook (Appendix-A) should be reviewed and maintained for each activity and signed off by responsible Quality personnel and records are kept on file for future references for five (5) years.

6. Attachment:

Appendix-A: Warehouse Cleaning Log

7. Archiving SOP:

All original documents are to be archived by QA & controlled copies are to be submitted to concerned departments.

8. Revision History:

Rev. No.	Revision Details	Reference/CCF No.	Effective Date:
00	New Procedure	N/A	11/15/12
00	Periodic Review	SOP # VC-GEN-001	06/22/16
00	Periodic Review	SOP # VC-GEN-001	10/11/18
00	Periodic Review	SOP # VC-GEN-001	10/11/21



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9. APPENDIX:

APPENDIX-A: -

WAREHOUSE CLEANING LOG

DATE	CLEANING DESCRIPTION	DONE BY	CHECKED BY	REMARKS/ OBSERVATION