VitaCare Pharma

ORIGINAL

SOP #	VC-NPR-012	TITLE:	Effective:	06/21/16
Revision #	01	Cleaning of Production Rooms	Status:	APPROVED
Superseded By:	Naren Bhavsar		Total Pages:	02

REVIEWED BY/DATE:	QUALITY APPROVAL/DATE:
Patel 10/01/21	10/01/21

1. **Purpose:**
   To describe a procedure for cleaning of various rooms in production

2. **Scope:**
   This SOP describes a general cleaning procedure of various rooms used for manufacturing dietary supplements by VitaCare Pharma, to ensure the quality of the product by preventing cross contamination from one product to another.

3. **Responsibility:** Production Operators, Production Supervisor/Manager, Quality Assurance

4. **Reference:** N/A

5. **Procedure:**
   a. Cleaning Procedure for RM dispensing room, granulation room, processing & blending rooms, compression rooms, encapsulation room, coating room and packaging room:

Between different lots of same product:

i. After each lot of the same product, the room is cleaned for extraneous powder, as well as any labeling material that may be left over from the last processed batch.
ii. Use a vacuum cleaner and clean lint free cloth soaked in warm water for cleaning the walls, floors and doors.
iii. Document the Type of cleaning as **"PARTIAL"** and cleaning time details in the room-equipment usage log book.

Between Different Products:

i. Clean the room thoroughly by first sweeping or vacuuming the entire room for all powder and removing all empty containers and all labeling materials of previous batch.
ii. Clean all countertops, scale platforms, steps for blenders, ledges, walls, floors and doors with clean lint free cloth soaked with warm water.
iii. If necessary, sweep/wipe walls, doors by using effective disinfectant/sanitizer solution by preparing ¼ cup - 2 oz of Lysol® and ½ cup – 4 oz of Clorox® bleach in 1 gallon of warm water.
iv. If there is any other equipment in the room, ensure that it is cleaned by its respective cleaning procedure.
v. Document the Type of cleaning as **"FULL"** and cleaning time details in the room-equipment usage log book.

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b. QA must give clearance for the use of the room before proceeding for the next batch.
c. A "FULL" cleaning must be performed after nine (9) partial cleaning, regardless product type.
d. Full cleaning must be done after processing a batch containing food allergens (e.g. milk, eggs, soybeans, etc.) before proceeding to non-allergen batch.
e. Besides routine cleaning while in between the batches, All bulk packaging rooms and processing rooms, such as Blending room(s), sifter room, mill room, etc. are cleaned once a month thoroughly and entirely, including ceiling, walls, light fixtures, etc, by using effective disinfectant/sanitizer solution by preparing ¼ cup - 2 oz of Lysol® and ½ cup – 4 oz of Clorox® bleach in 1 gallon of warm water and shall be documented in room-equipment usage log book as "Entire Room" Cleaning.

6. Archiving SOP:

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

7. Revision History:

Rev. No.	Revision Details	Reference/CCF No.	Effective Date:
00	New Procedure	N/A	11/19/12
01	Cleaning time added for the logbook. Cleaning of entire production rooms added every month.	16/QA/030	06/21/16
01	Periodic Review	SOP # VC-GEN-001	10/01/18
01	Periodic Review	SOP # VC-GEN-001	10/01/21

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