

	NOVO EXCIPIENTS PVT. LTD., NAVI MUMBAI QUALITY ASSURANCE DEPARTMENT		Issued By/On:	<i>PT</i> <i>20/04/23</i>
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Format Title :		Line clearance Checklist for Dispensing Area		
Format No.:		F/SOP/QA/036/01-01		
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Date:		Time:	
Product Name & Code :		Batch No:	
Previous Product Name & Code :		Batch No:	
Sr. No.	Check Points During Line Clearance	Checked by Warehouse (Make ✓ mark)	Verified by QA (Make ✓ mark)
1	Status board / Label updated		
2	Previous product leftover & label removed		
3	Entry made in respective logbook		
4	Cleanliness of the area (Floor, walls, window, doors, cross over bench)		
5	Cleanliness of RLAF (filters, inner & outer surface area)		
6	Before starting the RLAF Unit, ensure that needle of Magnehelic guage is at Zero position.	Yes/No	Yes/No
7	Ensure Cleanliness of Balance		
8	Temperature NMT 25°C and RH only for observation.		
9	Pressure difference is within specified limit (0.6 To 1.5 mm Wc)		
10	Balances are properly leveled and daily verification made		
11	Daily verification done & entry made in respective Logbook and format.		
12	Dispensing equipment (Scoops, Spoons etc.) are cleaned		
13	Material to be dispensed have "Approved label"		
14	Filter cleaning (in case of product to product change)		
Sign & Date:			
Remarks By QA (If any):			
Line Clearance Found Satisfactory: Yes/No		Sign & Date (QA):	

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