	<b>Title:</b> Operation, Cleaning and Maintenance of Dynamic Pass Box	SOP NUMBER :	SOP/PMH/014-00
		EFFECTIVE DATE :	10/04/2026
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## 1.0 OBJECTIVE

To lay down the procedure for operation, cleaning and maintenance of dynamic pass box in Microbiology laboratory.

## 2.0 SCOPE

This procedure is applicable for operation, cleaning and maintenance of dynamic pass box in Microbiology laboratory of Pharma Micro Hub Pvt Ltd.

## 3.0 RESPONSIBILITY

3.1 All Personnel who are operating the dynamic pass box in Microbiology laboratory are responsible for adherence to this procedure.

3.2 Engineering department is responsible for maintenance of dynamic pass box.

## 4.0 ACCOUNTABILITY

4.1 Head – Microbiology or his designee is accountable for overall compliance of this SOP.

## 5.0 PROCEDURE

### 5.1 Precautions:

5.1.1 Do not open the door forcefully.

5.1.2 Always maintain clean and tidy from inside and outside of dynamic pass box.

### 5.2 Pre-operational checks:

5.2.1 Ensure the dynamic pass box power supply is in 'ON' condition at all time.

5.2.2 Ensure that the interlock function is working before using the dynamic pass box by interlock display.

5.2.3 Ensure that Red light "GO" on the display panel glows before opening the door. When Red light "WAIT" glows it indicates that any one of the door is opened.

5.2.4 Ensure the Differential Pressure is between 10 to 25 mm of water column by verifying the digital display of differential pressure.


5.2.5 Dynamic pass box blower shall be kept in 'ON' condition continuously.

### 5.3 Dynamic pass box usage details:

5.3.1 All required materials / samples are transferred through the dynamic pass box.

### 5.4 Operation procedure of Dynamic pass box

5.4.1 Press the push button on digital display, it show 'GO' to 'WAIT' and finally shows 'GO' on digital display.

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- 5.4.2 Rotate the Knob by clock wise / anti clock wise direction to open the door and place the required materials / articles / samples inside the dynamic pass box and close the door immediately by rotating the Knob.
- 5.4.3 When one door is opened, the display of the other door shows “WAIT”.
- 5.4.4 Open the other side of door to unload the materials / articles / samples and close the door immediately.
- 5.4.5 When any of the door is kept open beyond a particular time, i.e. more than 2 minutes, the buzzer sound comes.
- 5.4.6 In case of any breakdown or malfunction of the instrument, immediately inform to immediate supervisor / head of the department and inform to engineering department through the work order.
- 5.5 Cleaning procedure of Dynamic pass box:**
- 5.5.1 Clean the surface of the HEPA filter grill, inner sides, exhaust filter grills and bottom surface with lint free cloth soaked in Filtered and diluted Sporidical disinfectant.
- 5.5.2 Clean the surface of CFL lamp source using dry mop only.
- 5.5.3 After completion of cleaning verify the Differential pressure of the Dynamic pass box.
- 5.5.4 Record the cleaning details and Differential pressure details in the Annexure – I.
- 5.5.5 **Cleaning Frequency:** Daily once before start of initial activity and after any major maintenance of the equipment.
- 5.5.6 **Differential Pressure verification frequency:** Daily once ,before the activity.
- 5.6 Maintenance procedure:**
- 5.6.1 Preventive maintenance shall be perform as per the procedure defined SOP.
- 6.0 ABBREVIATIONS**
- 6.1 CFL : Compact fluorescent lamp
- 6.2 HEPA : High Efficiency Particulate Air
- 7.0 ANNEXURE (S) / APPENDIX (S)**
- 7.1 Annexure-I: Cleaning and differential pressure of Dynamic Pass Box’s
- 8.0 REFERENCES**
- 8.1 Design Qualification for Dynamic Pass Box.
- 9.0 CHANGE HISTORY**
- 9.1 New SOP

**END OF DOCUMENT**

