

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Cleaning & Sanitization of Packing Hall, Change Room, Office Corridor, Finished Good Store, Vials Store, Raw Material Store & Packing Material Stores	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

The objective of this SOP is to describe the procedure for cleaning and sanitization of packaging hall, change room, office, corridor, Finished Goods (F.G) store, Vials Store, Raw Material (RM) store, Packaging Material (PM) store.

2.0 SCOPE:

This S.O.P. is applicable for cleaning and sanitization of packaging hall, change room, office, corridor, Finished Goods (F.G) store, Vials Store, Raw Material (RM) store, Packaging Material (PM) store for

3.0 RESPONSIBILITY:

3.1 Housekeeping workmen shall be.

3.1.1 Responsible for cleaning and sanitization of the all the areas as per below mention procedure.

3.2 Housekeeping supervisor/Officer- H.R shall be.

3.2.1 Responsible for supervision & training of the cleaning and sanitization activity.

4.0 ACCOUNTABILITY:

Head - Human Resources

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5.0 PROCEDURE:

5.1 CLEANING AND SANITIZATION OF PACKING HALL (DAILY).

- 5.1.1 Over printed materials and other packing materials shall be kept in carts on stainless steel (SS) pallet and cover with a polythene bag.
- 5.1.2 View panel, door, door closures and accessible floor of packing hall shall be cleaned with the help of wet lint free cloth followed dry cloth.
- 5.1.3 All View panel and glasses shall be cleaned by Colin spray and lint free cloth.
- 5.1.4 Scrubber shall be used wherever necessary.
- 5.1.5 Finally mop shall be done on the floor area with sanitizing agent as per schedule.
- 5.1.6 Transfer the pallets containing finished goods lying in the packing hall to other location in same packing hall to clean the floor as per point No.6.1.2. to 6.1.9.
- 5.1.7 External surface of the pipelines grills and light fixtures shall be clean with the dry lint free cloth.
- 5.1.8 Clean the ceiling, wall of the packaging hall with the help of wet cloth followed by dry cloth by dry cloth.
- 5.1.9 Clean again ceiling walls of the packaging hall with sanitizing agent as per schedule.

5.2 CLEANING AND SANITIZATION OF CHANGE ROOM.

(A)PRIMARY SECONDARY CHANGE ROOM

Daily

- 5.2.1 The doors closures, shoe cover cabinet, owing cupboard and cross over bench shall be clean with the help of a wet cloth followed by a dry cloth.
- 5.2.2 The gowns shall be collected in a poly bag and transfer to laundry for cleaning.
- 5.2.3 All the doors, accessible floor of change room shall be cleaned with the help of a duster using 0.1% teepol solution and water.
- 5.2.4 The accessible floor shall be sanitize in change room with sanitizing agent as per schedule.
- 5.2.5 All the shoes shall be collected in a clean Polly bag and transfer it to its respective washing room.

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5.2.6 All the shoes shall be cleaned with reverse osmosis (RO) water scrub it with a nylon scrubber of required. Rinse with RO water and dry it.

5.2.7 All the dried shoes shall be collected and transfer back to respective change room.

5.2.8 The waste bin shall be collected

Weekly

5.2.9 The external surfaces of the grills and light fixtures shall be cleaned with dry lint free cloth.

5.2.10 Cleaned the ceiling, walls, cross over bench, shoe cover cabinet, owing cabinet, inner and outer surface of locker shall be cleaned with a wet duster followed by a dry duster Clean again with sanitizing agent.

5.3 CLEANING AND SANITIZATION OF OFFICE.

DAILY

5.3.1 The chairs, outer surface of the cupboards shall be cleaned with duster.

5.3.2 All the accessible floor areas and of the offices shall be clean with the help of a lint free cloth mechanical scrubber using 0.1% Teepol solution and water.

5.3.3 All the cleaned surface of the chairs, cupboards and floor shall be mop with sanitizing agent.

5.3.4 The external surface of the grills and light fixtures shall be cleaned with dry lint free cloth.

5.3.5 All the accessible floor areas and of the office shall be cleaned with the help of a lint free cloth mechanical scrubber using 0.1% Teepol solution and water.

5.3.6 All the cleaned surface of the chairs, cupboards, and floor shall be cleaned with sanitizing agent as per schedule.

WEEKLY

5.3.7 The external surface of the grills and lights fixtures shall be cleaned with dry lint free cloth.

5.3.8 Chair, inner and outer surface of cupboard, ceiling and walls, shall be cleaned with the help of duster using 0.1% Teepol solution.

5.3.9 All the accessible floor areas and of the office shall be cleaned with the help of a lint free cloth mechanical scrubber using 0.1% Teepol solution and water.

5.3.10 All the cleaned surface of the chairs, cupboards, floor, ceiling and walls shall be mop with sanitizing agent as per schedule.

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5.4 CLEANING AND SANITIZATION OF CORRIDOR.

DAILY

- 5.4.1 All the floor, corners of the corridors, fire extinguishers, view panel, door closures and doors of the corridor shall be cleaned with the help of a lint free cloth and mechanical scrubber using 0.1% Teepol solution and water.
- 5.4.2 All the above –cleaned surface shall be Mop with the sanitizing agent as per schedule.

WEEKLY

- 5.4.3 The external surface of the grills and light fixture shall be cleaned with dry lint free cloth.
- 5.4.4 All the ceilings, walls, and doors of the corridor shall be cleaned with the help of a lint free cloth and mechanical scrubber using 0.1% Teepol solution and water.
- 5.4.5 All glasses and view panels using Colin spray shall be cleaned with lint free cloth.
- 5.4.6 All above-cleaned surface shall be mop with sanitizing agent as per schedule mentioned.

5.5 CLEANING AND SANITIZATION OF F.G.STORE, VIALS STORE, PACKAGING MATERIAL STORE AND R.M.STORE

DAILY

- 5.5.1 All the racks shall be cleaned with help of a lint cloth.
- 5.5.2 All the door glasses and view panels shall be cleaned using Colin spray and lint free cloth. Clean all the accessible floor areas with the help of a lint free cloth using 0.1% Teepol solution and water.
- 5.5.3 The entire surface shall be cleaned with sanitizing agent as per schedule.

WEEKLY

- 5.5.4 All the racks shall be cleaned from all sides with the help of a wet lint free cloth followed by dry cloth.
- 5.5.5 The ceilings, walls, and doors shall be cleaned with the help of a wet lint free cloth followed by a dry cloth.
- 5.5.6 The ceilings, walls, and doors shall be cleaned with the help of a wet lint free cloth followed by a dry cloth.

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6.0 ANNEXURES:

Annexure – I: Daily area Cleaning and Sanitization Record.

Annexure – II: Cleaning record of Cross Over Bench.

7.0 References (S)

In House

9.0 Glossary

SOP: Standard Operating procedure

