



STANDARD OPERATING PROCEDURE

TITLE: Cleaning of Dust Bin

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 3	

1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Dust Bin.

2.0 SCOPE:

This SOP is applicable for Cleaning of Dust Bin used at

3.0 RESPONSIBILITY:

Officer / Executive / Supervisor P&A, Production, Warehouse & QC

4.0 ACCOUNTABILITY:

Head Production / Warehouse / QC / P&A / QA

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
QA Quality Assurance
P&A Personnel & Administration
QC Quality Control
ID No Identification Number

6.0 PROCEDURE:

- 6.1 All the Dust Bins should be well identified for its proper location with Identification Number.
- 6.2 First of all transfer the Dust Bin from its location to specified area for cleaning.
- 6.3 Remove the Polyethylene Bag from the Dust Bin and discard the material and polyethylene bag.
- 6.4 Clean the Dust Bin and its lid with treated water using Nylon Scrubber / Brush to remove any adherent material on it.
- 6.5 Clean the Dust Bin and its lid with 0.1% Sodium Lauryl Sulphate Solution using Nylon Scrubber / Brush.
- 6.6 Wash the cleaned Dust Bin and its lid with Purified Water and finally sanitize with any Disinfectant.
- 6.7 Mop the Dust Bin and its lid with dry lint free cloth to make it dry.
- 6.8 Place a Fresh Black Polyethylene bag into the Dust Bin.
- 6.9 Transfer the cleaned and dried Dust Bin to respective cubicle, at its designated place.



PHARMA DEVILS

HR DEPARTMENT

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6.10 Record the cleaning of Dust Bin in “**Dust Bin Cleaning Record**” as shown in **Annexure-I**.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Dust Bin Cleaning Record	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Quality Assurance
- Controlled Copy No. 02 Head Personnel and Administration
- Controlled Copy No. 03 Head Production
- Controlled Copy No. 04 Head Warehouse
- Controlled Copy No. 05 Head Quality Control
- Controlled Copy No. 06 Head Engineering
- Controlled Copy No. 07 Head Account Department
- Controlled Copy No. 08 Head Commercial Department
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By

