



STANDARD OPERATING PROCEDURE

TITLE: Cleaning of General Area Slippers / Shoes

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|-------------------------|--|-----------------|--------|--|
| SOP No.: | | Department: | HR | |
| | | Effective Date: | | |
| Revision No.: | | Revision Date: | | |
| Supersede Revision No.: | | Page No.: | 1 of 4 | |

1.0 OBJECTIVE:

To lay down a procedure to Cleaning of General Area Slippers / Shoes.

2.0 SCOPE:

This SOP is applicable for Cleaning of General Area Slippers / Shoes of all departments (QA, QC, Production, Warehouse) at

3.0 RESPONSIBILITY:

Officer / Executive –House Keeping

4.0 ACCOUNTABILITY:

Head HR

5.0 ABBREVIATIONS:

- SOP Standard Operating Procedure
- QA Quality Assurance
- No. Number
- Ltd. Limited
- HR Human Resources

6.0 PROCEDURE:

6.1 CLEANING OF GENERAL AREA (QA, QC & GENERAL BLOCK) SLIPPERS/SHOES:

6.1.1 Collect all general area (QA, QC & General Block) slippers / shoes in plastic bag and bring them in washing area of General Block linen room.

6.1.2 Wear the Gloves.

6.1.3 Collect all the slippers / shoes in plastic tub.

6.1.4 Clean the slippers / shoes with raw water.

6.1.5 Clean the slippers / shoes with 0.2 % solution of Teepol using nylon brush and flush with raw water till the frothing disappears.

6.1.6 After cleaning of the slippers / shoes dry under fan.

6.2 CLEANING OF GENERAL AREA (CEPHALOSPORIN BLOCK) SLIPPERS/SHOES:

6.2.1 Collect all general area (Cephalosporin Block) slippers / shoes in plastic bag and bring them in washing area of cephalosporin block service floor linen room.

6.2.2 Wear the Gloves.



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6.2.3 Collect all the slippers / shoes in plastic tub.

6.2.4 Clean the slippers / shoes with raw water.

6.2.5 Clean the slippers / shoes with 0.2 % solution of Teepol using nylon brush and flush with raw water till the frothing disappears.

6.2.6 After cleaning of the slippers / shoes dry under fan.

6.3 CLEANING OF GENERAL AREA (PENICILLIN BLOCK) SLIPPERS/SHOES:

6.3.1 Collect all general area (Penicillin Block) slippers / shoes in plastic bag and bring them in washing area of penicillin block service floor linen room.

6.3.2 Wear the Gloves.

6.3.3 Collect all the slippers / shoes in plastic tub.

6.3.4 Clean the slippers / shoes with raw water.

6.3.5 Clean the slippers / shoes with 0.2 % solution of Teepol using nylon brush and flush with raw water till the frothing disappears.

6.3.6 After cleaning of the slippers / shoes dry under fan.

6.4 FREQUENCY: Weekly.

6.5 Record the Cleaning details as per **Annexure – I**, Titled “**Slippers / Shoes Cleaning Record**”.

7.0 ANNEXURES:

| ANNEXURE No. | TITLE OF ANNEXURE | FORMAT No. |
|--------------|----------------------------------|------------|
| Annexure–I | Slippers / Shoes Cleaning Record | |

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head HR
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable



PHARMA DEVILS

HR DEPARTMENT

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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

| Revision No. | Details of Changes | Reason for Change | Effective Date | Updated By |
|--------------|--------------------|-------------------------|----------------|------------|
| 00 | New SOP | Introduction of New SOP | | |

