



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning of Primary & Secondary Gowns for Cephalosporin Block

<b>SOP No.:</b>		<b>Department:</b>	HR	
		<b>Effective Date:</b>		
<b>Revision No.:</b>		<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	1 of 3	

### 1.0 OBJECTIVE:

To lay down a procedure to Cleaning of Primary & Secondary Gowns for Cephalosporin Block.

### 2.0 SCOPE:

This SOP is applicable for Cleaning of Primary & Secondary Gowns for Cephalosporin Block (Production, Warehouse, QA, QC etc.) at .....

### 3.0 RESPONSIBILITY:

Officer / Executive – House Keeping

### 4.0 ACCOUNTABILITY:

HOD - HR

### 5.0 ABBREVIATIONS:

SOP            Standard Operating Procedure  
 QA             Quality Assurance  
 No.            Number  
 Ltd.            Limited  
 HR             Human Resources  
 Ltr.            Liter  
 ml             Milliliter  
 e.g.            Example  
 QC             Quality Control

### 6.0 PROCEDURE:

#### 6.1 Cleaning of Gowns:

**6.1.1.** At the end of the shift collect used garments from Change Room and bring it in to the washing area.

**6.1.2.** Ensure cleanliness of Garment Washing machine & surroundings.

**6.1.3.** Feed the sufficient quantity of Purified Water approx 10 Ltr. in washing chamber of machine and prepare 0.5 % solution of Teepol by adding suitable quantity of Teepol as per mentioned Formula & Table-1:

**Quantity of Teepol to be**

**taken (in ml)=**

Total Quantity of Soap Solution to be  
Prepared (in ml)

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200

**For e.g.:**



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If total soap solution to be prepared= 5000 ml

$$\begin{aligned}\text{Quantity of Teepol to be taken (in ml)} &= \frac{5000}{200} \\ &= 25 \text{ ml}\end{aligned}$$

TABLE - 1		
Qty. of Purified Water (in Ltr.)	Concentration 0.5% Teepol	Teepol Solution to be used (in ml)
5 Ltr.	0.5 %	25 ml
10 Ltr.		50 ml
20 Ltr.		100 ml
30 Ltr.		150 ml
40 Ltr.		200 ml
50 Ltr.		250 ml

- 6.1.4. Open the front door and load the 12 set of gowns in washing machine chamber.
- 6.1.5. After loading the garments of close the door.
- 6.1.6. Dispense the correct amount of liquid soap (0.5% Teepol) in the machine through soap charging port.
- 6.1.7. Open the valve of purified water.
- 6.1.8. Switch On the machine electrical supply.
- 6.1.9. Switch the machine ON.
- 6.1.10. Start / Pause LED will flash.
- 6.1.11. Door status will be displayed.
- 6.1.12. After pressing Start button machine will start.
- 6.1.13. Machine will automatically take sufficient quantity of purified water for washing of gowns as per selection of Washing & Drying cycle for 1 hour.
- 6.1.14. After completion of cycle, 'End' Message shall displayed, then Switch OFF the Electrical supply of the Washing machine.
- 6.1.15. Closed the purified water user point valve.
- 6.1.16. Open the door and Collect the dried garments from the machine, make set of garments and send the Cleaned garments in to the Linen Room for Ironing and Folding.



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**6.2** Record the Cleaning details as per Format, Titled “**Garment Cleaning Record**” in SOP Titled “**Cleaning of Primary and Secondary Gowns for General Block**”.

**7.0 ANNEXURES:**

Not Applicable

**8.0 DISTRIBUTION:**

- Controlled Copy No. 01                      Head HR
- 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
00	New SOP	Introduction of New SOP		