



STANDARD OPERATING PROCEDURE

TITLE: Cleaning of Primary and Secondary Gowns for General Block

SOP No.:		Department:	HR	
		Effective Date:		
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1.0 OBJECTIVE:

To lay down a procedure to Cleaning of Primary and Secondary Gowns for General Block.

2.0 SCOPE:

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

3.0 RESPONSIBILITY:

Officer / Executive – House Keeping

4.0 ACCOUNTABILITY:

Head - HR

5.0 ABBREVIATIONS:

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

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 40 Ltr. up to red marked 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)=

$$\frac{\text{Total Quantity of Soap Solution to be Prepared (in ml)}}{200}$$

For e.g.:

If total soap solution to be prepared= 5000 ml



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

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** Load the garment 25 set of gowns in washing machine chamber.
- 6.1.5** Start the washing cycle for 30 minutes.
- 6.1.6** After completion of washing cycle, drain the soap solution from washing chamber.
- 6.1.7** Again fill the water up to red marked and start the washing cycle for 5 minutes and drain to remove the traces of soap from the clothes.
- 6.1.8** Dry the washed garments into the Hydro Machine with air drying.
- 6.1.9** After drying of garment, verify the garments physically for following defects:
- Broken button
 - Missing button
 - Loose button
 - Holes / torn
 - Broken stitch
 - Loose sewing threads
 - Elastic of lower should be proper
 - Stain
 - Exposed raw edges
- 6.1.10** After physical verification of garment collect the dried garments and transfer to Linen Room for Ironing and Folding.
- 6.2** Record the Cleaning details of garments in **Annexure-I**, Titled “**Garment Cleaning Record**”.
- 6.3** Record the Issuance, Preparation and Consumption of Liquid Soap details in **Annexure-II**, Titled “**Issuance, Preparation and Consumption of Liquid Soap**”.



PHARMA DEVILS

HR DEPARTMENT

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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Garment Cleaning Record	
Annexure-II	Issuance, Preparation and Consumption of Liquid Soap	

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		

