

## PHARMA DEVILS

HR DEPARTMENT

#### STANDARD OPERATING PROCEDURE

Title: Cleaning of Primary & Secondary Gowns for Penicillin Block				
SOP No.:	Department:	PA		
	<b>Effective Date:</b>			
Revision No.:	<b>Revision Date:</b>			
Supersede Revision No.:	Page No.:	1 of 3		

#### **1.0 OBJECTIVE:**

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

#### **2.0 SCOPE:**

This SOP is applicable for Cleaning of Primary & Secondary Gowns for Penicillin 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)

For e.g.:



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If total soap solution to be prepared= 5000 ml

Quantity of Teepol to be taken (in ml) =  $\frac{5000}{200}$ 

= 25 ml

TABLE - 1				
Qty. of Purified Water	Concentration	Teepol Solution to be used		
(in Ltr.)	0.5% Teepol	(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' Massage shall displayed, then Switch OFF the Electrical supply of the Washing machine.
- **6.1.15.** Closed the purified water user point valve.

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- **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.
- 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
Master Copy
Head HR
Quality Assurance Department

## 9.0 **REFERENCES:** Not Applicable

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		