



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Achieving and Monitoring of Personal Hygiene	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down procedure for achieving and monitoring of personal hygiene (Sterile area)

### 2.0 RESPONSIBILITY:

Microbiologist/Executive

### 3.0 ACCOUNTABILITY:

Executive

### 4.0 PROCEDURE:

All the mentioned conditions for personal hygiene are applicable to sterile area, a part from that few more necessary conditions are mentioned below.

#### 4.1 HEALTH MAINTENANCE.

4.1.1 Do maintain periodic health checks for the persons engaged to work in sterile area.

#### 4.2 PERSONNEL CLEANLINESS.

4.2.1 Do encourage to keep always trimmed nails.

4.2.2 Do encourage cleanliness attitudes in workmen by training in basic elements of microbiology.

#### 4.3 HYGIENIC BEHAVIOR.

4.3.1 Don't allow unauthorized person in sterile area.

4.3.2 Don't allow unnecessary movement of the workman in sterile areas.

4.3.3 Ensure persons engaged in maintenance work to follow all the precautions applicable to production personnel.

#### 4.4 PROTECTIVE CLOTHING.

4.4.1 Ensure strict adoption of gowning procedure as per SOP.

4.4.2 Don't reuse any sterile garment until rewashing and autoclaving.

4.4.3 Avoid to pickup any material lying on the floor, if material is picked up then sprays



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both hands and particular material should not be taken for use.

4.4.4 Avoid unnecessary chat among workman in the sterile area.

### 5.0 REASON FOR REVISION:

Harmonization of format

### 6.0 TRAINING:

Trainer - Head-Quality Control  
Trainees - Quality Control Chemist, Microbiologist and Assistance  
Period - One Day

### 7.0 DISTRIBUTION:

Certified Copy no 1 - Head of Department-Quality Control  
Certified Copy no 2 - Microbiology Department  
Certified Copy no 3 - For File  
Reference copy no 4 - For Display Near Aseptic area  
Original Copy - Head –Quality Assurance

### 8.0 ANNEXURE:

Annexure - Nil

### 9.0 REFERENCE:

In-house