



STANDARD OPERATING PROCEDURE

Restricted Circulation

Department: Production

TITLE: Cleaning of feet Cleaning Pad or Sticky Mat

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0 OBJECTIVE:

To lay down a Procedure for cleaning of feet cleaning pad or sticky mats.

2.0 SCOPE:

This SOP is applicable for cleaning of feet cleaning pad or sticky mats at

3.0 RESPONSIBILITY:

Officer/Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 DEFINITIONS: Feet Cleaning Pad remove debris and impurities from the bottom of shoes as personnel enter a clean room. While Sticky mat are made of polyethylene coated with adhesive contains the adhesive material with which all dirt, dust, lint, and other contaminants got stick and avoid from entering the stringent controlled environments.



Figure 1: Cleaning Pad



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Figure 2: Sticky Mat

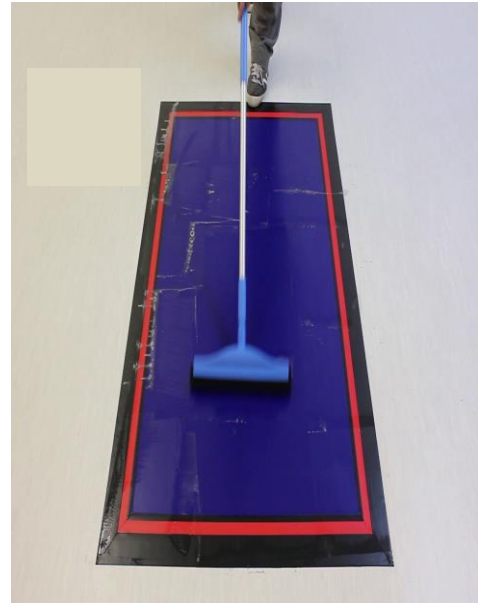


Figure 3: Cleaning of Sticky Mat

Material	Polyethylene film
Thickness of Sheet	3.2 micron
Color	Blue
Size	24 x 36 inch
Number of Sheet in one Mat	30 layers

6.0 PROCEDURE:

6.1 Cleaning Pad

- 6.1.1** Transfer the feet cleaning pad along with SS tray from Aseptic area to washing area.
- 6.1.2** Before start of cleaning ensures the physical condition of cleaning pad, it should be properly covered with lint free clothes. If cleaning pad and cover found damage, shall be replace with new one.
- 6.1.3** Remove the cleaning pad from S.S tray, and clean separately.
- 6.1.4** Dip the cleaning pad in purified water and squeeze it, for remove the purified water.
- 6.1.5** Repeat the same point 6.1.4 three times.
- 6.1.6** After cleaning, dry the cleaning pad with 0.2 μ filtered Compressed Air.



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6.1.7 Clean the S.S tray with WFI followed by purified water and dry with 0.2 μ filtered Compressed Air.

6.1.8 Record the details of cleaning of feet cleaning pad in **Annexure I**.

6.1.9 Frequency:- Daily

6.2 Sticky Mat:

6.2.1 Spray the Sticky mat with cleaning agent over the complete surface.

6.2.2 Left it for 5 minutes to adsorb.

6.2.3 Agitate and wipe it with wiper across the complete width.

6.2.4 Repeat the same point 6.2.4, agitating and cleaning the length of the sticky mat.

6.2.5 Once fully cleaned, remove the solution from the sticky mat surface onto the subfloor and away from the area. Pick up and dispose of appropriately.

6.2.6 Record the details of cleaning of feet cleaning pad in **Annexure I**.

6.2.7 Frequency:- Daily

7.0 ABBREVIATION:

SOP	Standard Operation Procedure
WFI	Water for Injection
Ltd.	Limited
No.	Number
QA	Quality Assurance
PD	Production Department
S. No.	Serial number

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cleaning of Feet Cleaning Pad	F01-00

