



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Cleaning of Spillage in the Stores

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| SOP No. | | Revision No. | |
| Effective Date | | Supersedes No. | |
| Review Date | | Page No. | 1 of 2 |

1.0 OBJECTIVE :

To lay down a procedure for Cleaning of Spillage in the stores.

2.0 SCOPE :

The procedure is applicable for cleaning of spillage in the stores

3.0 RESPONSIBILITY :

Stores Officer, Stores Executive,
Head Stores

4.0 PROCEDURE :

4.1 In Case of Powder Items:

- 4.1.1 Wear the protective clothing like hand gloves & nose mask.
- 4.1.2 Remove the spilled powder with Duster or vacuum cleaner carefully to remove all traces.
- 4.1.3 Clean the powdered area with wet mop.
- 4.1.4 Mop the area with 1.0 % Teepol solution and then purified water.
- 4.1.5 Sanitize with 2.5% Dettol / 2.5% Savlon solution which ever is in use.
- 4.1.6 Ensure that there is no traces of powder remain on the floor.

4.2 In Case of Liquid Items :

- 4.2.1 Wear the protective clothing like hand gloves & nose mask.
- 4.2.2 Clean the spilled liquid by using duster.
- 4.2.3 Mop the area with 1.0% teepol solution and then purified water.
- 4.2.4 Sanitize with disinfectant solution (2.5% Dettol / 2.5% Savlon Solution which ever is in use).
- 4.2.5 Ensure that there is no traces remain on the surface.

5.0 ANNEXURE (S):

Nil



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6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) /DEFINITION (S) :

STR : Store

REVISION CARD

| S.No. | REVISION No. | REVISION DATE | DETAILS OF REVISION | REASON (S) FOR REVISION | REFERENCE CHANGE CONTROL No. |
|-------|--------------|---------------|---------------------|-------------------------|------------------------------|
| 1 | 00 | -- | -- | NEW SOP | -- |