



**PHARMA DEVILS**  
MICROBIOLOGY DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**Department:** Microbiology

**SOP No.:**

**Title:** Procedure for Gowning in Microbiology Laboratory

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

**1.0 Objective**

To lay down a procedure for Gowning in Microbiology Laboratory.

**2.0 Scope**

This Standard Operating Procedure is applicable for formulation plant of .....

**3.0 Responsibility**

Executive/Officer - Microbiology: Shall be responsible to follow the procedure for  
Gowning in Microbiology Laboratory.

Head - QC/Designee : Shall be responsible for the compliance of this SOP.

**4.0 Abbreviations & Definitions**

QC : Quality Control

SOP : Standard Operating Procedure

SS : Stainless Steel

IPA : Isopropyl Alcohol

**5.0 Procedure**

5.1 Enter in to Microbiology Laboratory as per SOP 'Entry and Exit in Microbiology Laboratory'.

5.2 Enter in to Change Room-I by following procedure for entry in Clean Area of Microbiology Section.

5.3 Take out the clean and sterilized garments from the clean air garment storage cabinet and immediately close the door of cabinet after taking out the sterilized garments.

5.4 Wear head gear and tie it properly such that all hairs shall be tucked inside the head gear.

5.5 Wear the boiler suit carefully by holding the boiler suit by two ends and crimp it.



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<p>5.6 Slowly slip one leg inside the suit in such a way that the suit shall not touch the floor or wall of the room and then slip other leg similarly by taking care.</p> <p>5.7 Slip both hands properly inside the boiler suit carefully by stretching both the arms.</p> <p>5.8 Tuck the headgear properly inside the boiler suit.</p> <p>5.9 Wear the shoe covers properly without touching the sole of slippers.</p> <p>5.10 Wear a pair of sterilized gloves by slowly slipping the fingers inside the left hand glove followed by the right hand glove.</p> <p>5.11 The cuff portion of the boiler suit shall be properly inserted inside the hand gloves.</p> <p>5.12 After wearing gloves, spray 70% IPA on the gloves properly and allow the gloves to dry by rubbing the hands.</p> <p>5.13 Open the door with the help of elbow and enter in to Change Room-III.</p> <p>5.14 One shall ensure that only clean gowns are used inside the aseptic analysis area of the Microbiology Laboratory.</p> <p>5.15 After completion of work inside the analysis area, move to Change Room-II, passing through Change Room-III.</p> <p>5.16 Disinfect hands with IPA 70 % placed in Change Room –II and move to Change Room-I.</p> <p>5.17 Dispose the hand gloves and shoe covers in waste bin.</p> <p>5.18 Remove the head gear and gown and place them in SS cabinet for used garments and exit from Change Room-I.</p> <p><b>6.0 Forms and Records</b></p> <p>6.1 Nil</p> <p><b>7.0 Distribution</b></p> <p>7.1 Master Copy : Documentation Cell (Quality Assurance)</p> <p>7.2 Controlled Copies : Quality Control, Quality Assurance</p>	



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**8.0 History**

<b>Date</b>	<b>Revision Number</b>	<b>Reason for Revision</b>
	00	New SOP