



# PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Housekeeping in Quality Control Department	<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 a procedure for housekeeping in Quality Control Department

### 2.0 SCOPE:

This SOP is applicable to housekeeping of Quality Control Department in Instrument and Chemical section.

### 3.0 RESPONSIBILITY:

House keeping person  
Officers, Executives – Quality Control Department.

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 Floors shall be mopped twice daily with water containing disinfectants like Liquid Phenyl or Dettol.
- 5.2 Glass panes shall be sprinkled first with 'Colin' solution and subsequently wiped with a dry clean cloth, at least once daily.
- 5.3 Waste bins kept at different places in QC Laboratory shall be cleaned at least once daily.
- 5.4 All working tables shall be mopped cloth soaked in potable water at the beginning and end of the day's work, as and when required on working.
- 5.5 Ceilings shall be cleaned once a week.
- 5.6 All light covers shall be cleaned at least once in a month.

### 6.0 ABBREVIATION(S):

QCD - Quality Control Department  
SOP – Standard Operating Procedure

### 7.0 REFERENCE(S):

NA



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### 8.0 ANNEXURE(S):

Annexure-I: Cleaning record of Quality Control

### 9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION



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**ANNEXURE I**  
**CLEANING RECORD OF QUALITY CONTROL DEPARTMENT**

Date	Time	Cleaning Solution Used	Floor	Waste Bin	Working Table	Glass Panel	Walls	Ceiling	Light Covers	Done By	Checked By

Put '√' if Performed and Put '-' if Not Performed.