



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Company footwear	<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 cleaning of company foot wear.

### 2.0 SCOPE

The procedure is applicable to the cleaning of foot wear used in production department at

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### 3.0 RESPONSIBILITY

Housekeeping personnel

Officer, Executive – PAD

Manager – PAD

### 4.0 PROCEDURE

Frequency of cleaning shoes is once in a week

- 4.1 Collect all the foot wears from the male and female change room areas in a polythene bag and labeled as “TO BE CLEANED” every week.
- 4.2 Transfer all the footwear to the washing room.
- 4.3 Soak all the shoes in 0.1% v/v teepol solution for 1 hour in a plastic bin.
- 4.4 Scrub the foot wear from inside and outer surface with a nylon scrubber.
- 4.5 Drain the teepol solution.
- 4.6 Flush all the foot wears with water till all the soap traces washed away.
- 4.7 Allow the water to drain and wipe out the residual water with a dry duster.
- 4.8 Transfer the shoes into the respective change rooms.
- 4.9 Record the cleaning as per Annexure –I.

### 5.0 ANNEXURE(S):

Annexure-I: Footwear Cleaning record.



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### 6.0 REFERENCE(S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

### 7.0 ABBREVIATION (S)/DEFINITION (S):

QA : Quality Assurance

SOP : Standard Operating Procedure.

V/V : Volume/Volume

PAD : Personnel & Administration

## REVISION CARD

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

