



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Handling of Garments	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down the procedure for issue, storage, washing and collection of used Garments.

2.0 SCOPE

This procedure is applicable to issue, storage, washing and collection of used Garments used in Stores/Production/QA/QC/Maintenance and secondary packing area inPlant.

3.0 RESPONSIBILITY

Linen Boy, Housekeeping Supervisor.

Head - PAD

Head – QA

4.0 PROCEDURE

4.1 Issue and Storage:

4.1.1 Fresh garments received from laundry shall be arranged department wise the rack provided in the linen room.

4.1.2 The arrangement of linen shall be done as per the colour coding given in the table.

4.1.3 The garments for visitors shall be kept in the respective cupboard provided in the visitors change room

4.1.4 Colour coding of the garments and footwear shall be as per following table:

S.No.	Department	Primary		Secondary	
		Staff	Workmen	Staff	Workmen
1.	Visitors/QA/ PAD	White aprons, with cap	NA	Specific area dress code to be followed	NA
2.	Stores / Production, IPQA (Tablet)	Gray Shirt, Pant with Cap.	Gray Shirt, Pant with Cap.	Gray boiler suit with booties & head gear.	Gray boiler suit with booties & head gear
3.	Production- Ointment	Blue shirt and Pant with cap.	Blue shirt and Pant with cap	Blue boiler suit with booties & head gear	Blue boiler suit with booties & head gear
4.	Engineering	Dark Coffee shirt and Pant	Dark Coffee shirt and Pant	Dark coffee boiler suit with	Dark coffee boiler suit with booties &



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		with cap.	with cap.	booties & head gear	head gear
5.	House Keeping	NA	Pink shirt and Pant with cap	NA	Pink Boiler Suit with booties & head gear
6.	Production-Soft Gelatin	Dark Green shirt and Pant with cap	Dark Green shirt and Pant with cap.	Dark green boiler suit with booties & head gear	Dark green boiler suit with booties & head gear
7.	Quality Control	Full Sleeve Apron White	NA	NA	NA
8.	Quality Control (Microbiology Section)	Full Sleeve Apron White	NA	Gray color sterile Boiler suits.	NA

Note:

1. For Ladies: Color codes are same as above.
2. Foot wear code: Gents: - Black color Plastic Shoes; Ladies: - Plastic chappal.

4.2 Issue

- 4.2.1 Fresh garments shall be issued to employees of all departments on Monday/Wednesday and Friday morning prior to the shift or at the time of product change changeover or in case of spillage or damage of garments
- 4.2.2 Fresh garments shall be issued to visitors at the time of entry in the change room

4.3 Collection of garments and washing

- 4.3.1 Collect soiled garments in a polybag from areas mentioned above in the table and transfer them to Linen room
- 4.3.2 Segregate the garments as per Block and sections wise and pack them in separate polybags.
- 4.3.3 Segregate secondary garments further as per the section area and colour of the garment and pack them separately in a polybags
- 4.3.4 These shall be handed over after counting to the contractor block wise for the purpose of washing and ironing.

5.0 ANNEXURE(S)

Nil



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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) / DEFINITIONS

Nil

REVISION CARD

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