



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of Fly-O-Killer	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

The objective of this SOP is to describe a procedure for operation and cleaning of Fly-O-killer for effective control of insecticide.

### 2.0 SCOPE:

This SOP is applicable for operation and cleaning of Fly-O-Killer at .....

### 3.0 RESPONSIBILITY:

#### 3.1 House-keeping personnel shall be.

3.1.1 Responsible for operation and cleaning of the Fly-O-Killer as per the below mention procedure.

3.2 House-keeping supervisor shall be Responsible for supervising the all activities.

### 4.0 ACCOUNTABILITY:

Head - Human Resources

### 5.0 PROCEDURE:

5.1 Switch "OFF" the mains switch.

5.2 The tray shall be removed and the number of files, insects etc shall be counted & noted in Fly-O- Killer record.  
(Annexure -01).

5.3 The insects /files shall be collected in the polybag. Tie it properly and put the polybag in dustbin.

5.4 The tray shall be cleaned with the lint free cloth & fix the tray again on its original position.

5.5 Switch 'ON" the mains switch.

#### 5.6 NOTES:

5.6.1 Fly-O-Killer should be "ON" throughout the day and night (i.e. for continuous 24 hours).

5.6.2 Check that the tubes of all Fly-O-Killer are in the working condition.

5.6.3 The count shall be taken daily in the morning.

5.6.4 In case the Fly-O-Killer count is high, then the following action to be taken.

5.6.5 Clean the concerned area by using disinfectant solution as per schedule immediately.



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5.6.6 Increase frequency of insecticide spraying in the respective area.

### 6.0 ANNEXURES:

Annexure – I: Format for Fly–O-Killer

### 7.0 REFERENCES (S):

In House

### 8.0 GLOSSARY:

SOP : Standard Operating procedure

