



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Procedure for Cleaning of Pest-O-Flash	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down the procedure for the cleaning of Pest-O-Flash.

2.0 SCOPE

This SOP is applicable to all Pest-O-Flash installed at

3.0 RESPONSIBILITY

Technician – Utility shall be responsible for arranging removal of equipment for cleaning and re-mounting.

Head, Utility shall ensure the availability of technician for the above mentioned purpose.

House Keeping personnel – For cleaning of equipment.

Housekeeping Supervisor – Verification of cleaning.

Head, User Department and Head-Personnel and Administration shall ensure Compliance and implementation of the SOP.

4.0 PROCEDURE

4.1 Place the '**Under Maintenance**' board on or near the equipment.

4.2 The utility technician shall SWITCH OFF the Pest-O-flash.

4.3 Dismantle the Pest-O-Flash front cover by loosening the screws.

4.4 Housekeeping personnel shall clean the Pest-O-Flash by the moist cloth. Ensure that the cloth is only moist and not dripping with water.

4.5 After cleaning, PAD/housekeeping supervisor shall verify the cleaning status and records the same in the Annexure-I.

4.6 Following verification of cleaning, the technician shall re assemble and switch on the equipment and remove the '**Under Maintenance**' Board.

4.7 Frequency of cleaning shall be weekly.



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

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5.0 ANNEXURE (S)

Annexure I: Cleaning Record of Pest-O-Flash.

6.0 REFERENCE (S)

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

7.0 ABBREVIATION (S)/DEFINITION (S)

PAD – Personnel and Administration.

REVISION CARD

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

