STANDARD OPERATING PROCEDURE

Department: Microbiology	**SOP No.:**
Title: Transfer of Sterilized Garments from Cooling Zone to Dynamic Garments Storage Cabinets	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:
To lay down a procedure of Transfer of Sterilized Garments from Cooling Zone to Dynamic Garments Storage Cabinets.

2.0 SCOPE:
This SOP is applicable for procedure of Transfer of Sterilized Garments from Cooling Zone to Dynamic Garments Storage Cabinets in Microbiology Section of Quality Control Laboratory.

3.0 RESPONSIBILITY:
Officer / Executive – Microbiology

4.0 ACCOUNTABILITY:
Head – QC

5.0 ABBREVIATIONS:
ML	Microbiology Laboratory
MLT	Microbial limit test
NA	Not Applicable
No.	Number
QA	Quality Assurance
QC	Quality Control
SS	Stainless Steel
SOP	Standard Operating Procedure

6.0 PROCEDURE:
6.1 After sterilization garments should be unloaded in cooling zone.

6.2 Kept the garment on the SS table /trolley.

6.3 For Sterility section, Transfer the garment to Sterility Air lock –II. Then open the door of Dynamic Garments Storage Cabinet and kept the garment in dress cabinet.

6.4 For MLT Section, Transfer the garment to pass box.

6.5 Open the pass box in MLT corridor and transfer the garment to MLT Entry Air Lock-II.

6.6 Open the door of Dynamic Garments Storage Cabinet and keep the garment in to dress cabinet.

7.0 ANNEXURES:
Not Applicable

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ENCLOSURES: SOP Training Record

8.0   DISTRIBUTION:
- Controlled Copy No. 01   Quality Assurance
- Controlled Copy No. 02   Microbiology Laboratory
- Master Copy   Quality Assurance

9.0   REFERENCES:
Not Applicable.

10.0   REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By