



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE

To lay down the procedure for washing of Linen.

2.0 SCOPE

This procedure is applicable for washing of used linen

3.0 RESPONSIBILITY

Executive/Officer – PAD

Head of Department –PAD

Head of Department –QAD

4.0 PROCEDURE

4.1 Transfer of garments :

4.1.1 Collect the used garments from the different department and send to the laundry in double poly bags properly tied with cable tie. After washing the garments same procedure to be followed to transfer the cleaned garments from laundry to linen room. Use fresh polybags each time.

4.1.2 Put the used garments from polybags to closed “used garments bin”.

4.1.3 After washing, the washed garments shall be stored till sent to linen rooms in dedicated closed “Washed garment Bins”.

4.1.4 All containers/ bins/ polybags shall be labelled as per Annexure-II

4.2 Washing of garments:

4.2.1 Washing of linen shall be done internally; separately for different Departments and. Surf Excel detergent shall be used.

4.2.2 200 gms of surf excel shall be used per cycle of linen.

4.2.3 In case of any sort of breakdown in our internal system, the linen shall be given to the approved external agency for washing.

4.2.4 There will be separate approved external agencies.

4.2.5 The linen for washing shall be collected from respective area as per points 4.1.1 to 4.1.4.



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4.2.6 The linen for washing will be handed over to the laundry personnel and his signature will be taken on the "Linen washing record". The quantity of the linen received shall be entered. The linen boy shall check the uniforms for damages, etc., if any.

4.2.7 The linen boy shall iron linen.

4.2.8 On receipt of the cleaned linen, the number and type will be verified with the "Linen washing record"

4.2.9 PAD Officer/Executive will sign the register on receipt.

4.3 **Precautions:**

4.3.1 Before entering the laundry room linen boy / housekeepers disinfect hands with 70% v/v IPA. Obtain the IPA from Production Block. Label the containers as per SOP No.....

4.3.2 Wear hand gloves during handling of garments.

4.3.3 No eatable items shall allowed in the laundry room.

5.0 **ANNEXURE(S)**

Annexure - I : Linen washing record

Annexure – II : Label for Linen Container/ Bags

6.0 **REFERENCE(S)**

SOP No. : Handling of status label

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

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

PAD : Personnel & Administration



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REVISION CARD

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



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ANNEXURE II

STATUS LABEL FOR LINEN CONTAINER/BAGS

STATUS LABEL FOR LINEN CONTAINER/ BAGS
Block : Status : Clean/Unclean Checked By (Sign/Date)