



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Hand and Foot Sanitization Procedure

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 4

1.0 OBJECTIVE:

To lay down a procedure for Hand and Foot sanitization procedure.

2.0 SCOPE:

This SOP is applicable for hand and foot sanitization procedure followed.

3.0 RESPONSIBILITY:

Officer / Executive Concerned Department

4.0 ACCOUNTABILITY:

Head-QA

5.0 ABBREVIATIONS:

No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
UV	Ultra Violet

6.0 PROCEDURE:

6.1 HAND SANITIZATION:

6.1.1 Apply a palmful of the disinfectant in a cupped hand, covering all surfaces.

6.1.2 Rub hand Palm to palm

6.1.3 Right palm over left dorsum with interlaced fingers and vice versa.

6.1.4 Palm to palm with fingers interlaced.

6.1.5 Backs to fingers to opposing palms with fingers interlocked.

6.1.6 Rotational rubbing of left thumb clasped in right palm and vice versa.

6.1.7 Rotational rubbing backwards and forwards with clasped fingers of right hand in left palm and vice versa.

6.1.8 Once dry, your hands are safe.

6.2 FOOT SANITIZATION:

6.2.1 Remove slippers in designated place.

6.2.2 Sit over the cross over bench by following the hanging feet.

6.2.3 Take 70% filled IPA spray bottle and spray on both bare feet from lower and upper side.

6.2.4 Ensure that contact of IPA solution has covered all bare portions of both feet.



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6.2.5 Gently rub the both feet from each other.

6.2.6 Swing over the cross over bench.

6.2.7 Once dry, your feet are safe.

6.2.8 Wear the clean area slipper.

6.2.9 Wear the Cap & apron. Push the door with elbow support and enter into clean area corridor.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Hand Sanitization by Alcohol based Formulation	
Annexure-II	Foot Sanitization Pictorial	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- 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



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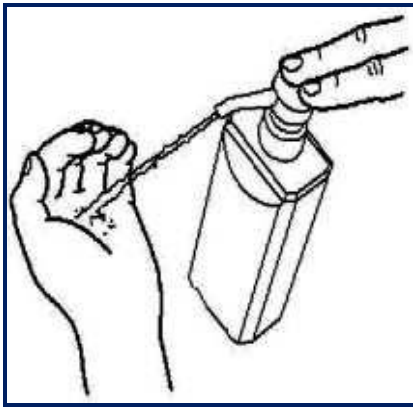
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ANNEXURE-I

HAND SANITIZATION BY ALCOHOL BASED FORMULATION

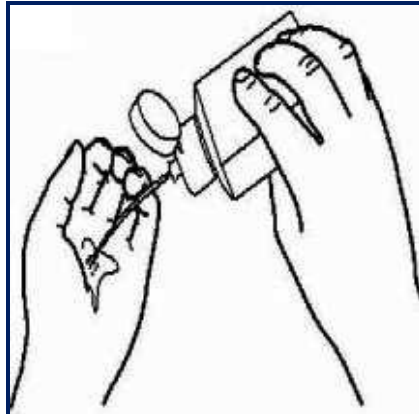
Duration of the Entire Procedure: 20 – 30 Seconds

STEP – 1A

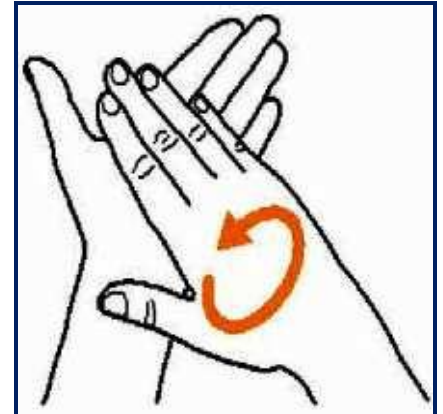


APPLY A PALMFUL OF THE PRODUCT IN A CUPPED HAND, COVERING ALL SURFACES

STEP – 1B

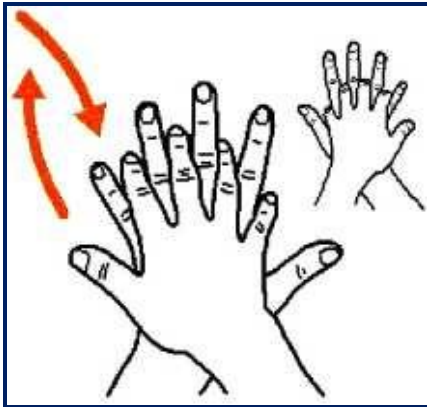


STEP – 2



RUB HANDS PALM TO PALM

STEP – 3



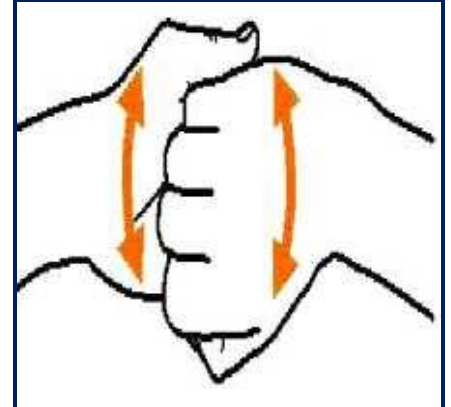
RIGHT PALM OVER LEFT DORSUM WITH INTERLACED FINGERS AND VICE VERSA

STEP – 4



PALM TO PALM WITH FINGERS INTERLACED

STEP – 5



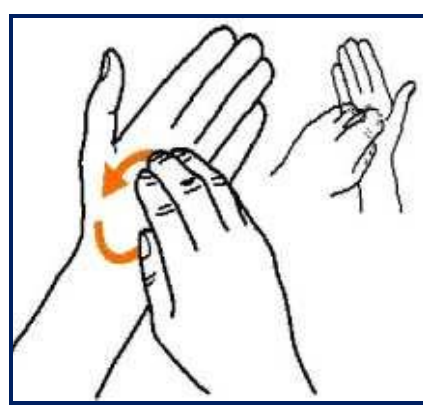
BACKS OF FINGERS TO OPPOSING PALMS WITH FINGERS INTERLOCKED

STEP – 6



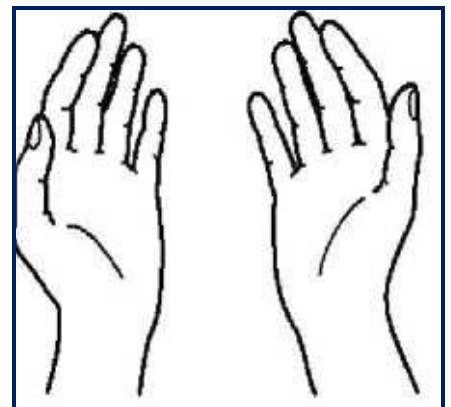
ROTATIONAL RUBBING OF LEFT THUMB CLASPED IN RIGHT PALM AND VICE VERSA

STEP – 7



ROTATIONAL RUBBING, BACKWARDS AND FORWARDS WITH CLASPED FINGERS OF RIGHT HAND IN LEFT PALM AND VICE VERSA

STEP – 8



ONCE DRY, YOUR HANDS ARE SAFE



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ANNEXURE-II

FOOT SANITIZATION PICTORIAL

FOOT SANITIZATION STEPS FOR ENTRY INTO CLEAN AREA

STEP-I	STEP-II	STEP-III	STEP-IV
Remove Slipper	Sit over the cross over bench	Spray 70% IPA solution on first bare feet from lower side	Spray 70% IPA solution on second bare feet from lower side
STEP-V	STEP-VI	STEP-VII	STEP-VIII
Spray 70% IPA solution on upper side of both feet	Gently rub the both feet from each other	Swing over the cross over bench.	Wear the clean area slipper.