

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE			
Department: Microbiology	SOP No.:		
Title: Entry, Exit and Gowning Procedure for MLT Area	Effective Date:		
Supersedes: Nil	Review Date:		
Issue Date:	Page No.:		

1.0 OBJECTIVE:

To lay down a procedure for Entry, Exit and Gowning Procedure for MLT Area.

2.0 SCOPE:

This SOP is applicable for Entry, Exit and Gowning Procedure for Sterility Area in Microbiology Lab of Quality Control Department.

3.0 RESPONSIBILITY:

Officer / Executive - Microbiologist

4.0 ACCOUNTABILITY:

Head - QC

5.0 PROCEDURE:

5.1 ENTRY AND GOWNING PROCEDURE:

- **5.1.1** Record the entry details as per **Annexure-I**, Titled "Entry / Exit Record for MLT Area".
- **5.1.2** For entry in first air lock and enter the password.
- **5.1.3** If password is valid door lock will open, enter inside the first air lock by pushing the door with elbow.
- **5.1.4** Remove sleepers, rings, garments etc. (except under garments) and keep them in double door dress cabinet provided for the same.
- **5.1.5** For entry in second air lock, press "DR" button to release the door.
- **5.1.6** Open the door using elbow and enter inside the second air lock.
- **5.1.7** Sanitize your hands with scheduled disinfectant solution that provided in the second air lock.
- **5.1.8** Take one set of sterile gloves from sterile garment storage cabinet kept in second air lock, and wear in both hand.
- **5.1.9** Take one set of sterile garments from dynamic garment storage cabinet.
- **5.1.10** Put on first sterile head gear, boiler suit and booties without touching floor respectively.
- **5.1.11** Tucks the lower portion of head gears inside the boiler suit.
- **5.1.12** After complete gowning Look into the mirror and check the complete gowning.
- **5.1.13** For entry in third air lock, press "DR" button to release the door.

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- **5.1.14** Open the door of third air lock with the help of elbow and enter inside it.
- **5.1.15** Open the door with the help of elbow and enter inside the corridor of MLT Area.
- **5.1.16** Sanitize your hand gloves worn in both hands with scheduled disinfectant provided.
- **5.1.17** Wear shoes and sterile hand gloves over the previous hand gloves and proceed to the MLT Room

5.2 EXIT PROCEDURE:

- **5.2.1** To come in to sterile corridor area, pull the door and come out from the MLT testing room.
- **5.2.2** Remove the shoes in MLT corridor area.
- **5.2.3** To come into the fourth air lock, press 'DR' button, pull the door and come inside of fourth air lock, repeat the process to come in fifth air lock.
- **5.2.4** Remove hand gloves, booties, boiler suit and head gear in sequence.
- **5.2.5** Place the used hand gloves and used garments in the "Linen bin" or used garment container.
- **5.2.6** Take your garment and slippers from double door dress cabinet and wear it. Take your belongings.
- **5.2.7** For exit from the sterile area, press 'DR' button to release the door, pull the door and come out from the MLT area.
- 5.2.8 Record the Details in Annexure-I, Titled "Entry And Exit Record For MLT Area".

6.0 **REFERENCES**:

Not Applicable

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Entry and Exit Record for MLT Area	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

Controlled Copy No. 1 Head Corporate Quality Assurance

Controlled Copy No. 2 Head Quality Control

Master Copy
Quality Assurance Department



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9.0 ABBREVIATIONS:

SOP Standard Operating Procedure

IPA Isopropyl Alcohol QA Quality Assurance

No. Number Ltd. Limited

LCD Liquid Crystal Display MLT Microbial limit test

IPR Intellectual Property Rights

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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



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ANNEXURE – I ENTRY AND EXIT RECORD FOR MLT AREA

Date	N en	Time		Done	Done By	Reviewed by	_
Date	Name of Person	In	Out	Purpose	Sign & Date	Reviewed by Sign & Date	Remarks