



STANDARD OPERATING PROCEDURE

Department: Microbiology

SOP No.:

Title: Gowning and De-Gowning for Aseptic Area Personnel

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

2.0 Objective:

To lay down a procedure for Gowning and De-gowning for aseptic area personnel.

3.0 Scope:

This SOP is applicable for Gowning and De-gowning for aseptic area.

4.0 Responsibility

Officer and Above Production: Implementation of Procedure.

5.0 Accountability

Production Head.

6.0 Procedure

6.1 Gowning

6.1.1 Make entry in aseptic area Entry- Exit log sheet, before entering in the aseptic area.

6.1.2 Remove the factory footwear & keep in the shoe rack provided outside of the Aseptic area with the help of toes.

6.1.3 Enter into the Change Room - I, remove the factory dresses and hang in the garment almira with the help of hangers.

6.1.4 Sanitize the hand with disinfectant in disinfectant wash basin using sterillium.

6.1.5 Open the door of change room - II with the help of elbow.

6.1.6 Place your foot on the tacky mat and enter in the change room - II.

6.1.7 Switch off the UV light and open the garment cubical, pick one pair of sterilized hand Gloves (Elbow size) and wear them. Disinfect them with freshly prepared 70% IPA solution (use before 72 hrs).

6.1.8 Pick one set of sterilized garment, containing hood and gown and place it on the cross over bench.

6.1.9 Pick one pair of sterilized hand gloves (small size) and one pair of bootie, Place them on cross over bench separately.



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6.1.10 Wear the hood and tie it properly, followed by gown, close the zip. Now sit on the cross over bench and wear bootie in one foot and place foot on the other side of cross over bench similarly wear bootie in another foot, wear finally hand gloves (small size) and look in to the mirror to check up for correct dress up, if found any irregularity rectify.

NOTE: Ensure the hoods should be inside the gown, & tunics should be inside the bootie & Gloves.

6.1.11 Disinfect the gloves using freshly prepared 70% IPA solution (use before 72 hrs.)

6.1.12 Move to other side of the cross over bench.

6.1.13 Open the door of 3rd change room with the help of elbow and enter in change room 3rd.

6.1.14 Open the door of 4th air lock with the help of elbow and enter inside.

6.1.15 Open the door of passage of aseptic area and enter in the passage.

6.1.16 Sanitize the hand with the help of freshly prepared 70% IPA (use before 72 hrs.) present in the passage and enter in to the respective area of work by opening the door with the help elbow.

6.2 De-gowning

6.2.1 Enter into the change room I through air lock 4th.

6.2.2 Remove the hand gloves and put it into gloves collecting bin.

6.2.3 Remove the booties, gown & hood and put it into garment collecting bin.

6.2.4 Wear your factory dresses & come out from change room I.

6.2.5 Wear your factory footwear.

6.2.6 Make entry in aseptic area Entry- Exit log sheet and go for their respective aim.

7.0 Annexure (S)

Annexure-I: Entry and Exit Log Card.

8.0 Reference (S)

NA

9.0 Glossary



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SOP : Standard Operating Procedure.

IPA : Isopropyl Alcohol

No. : Number