



STANDARD OPERATING PROCEDURE

Department: Microbiology

SOP No.:

Title: Opening and Closing of Microbiology Laboratory

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Opening and Closing of Microbiology Laboratory.

2.0 SCOPE:

This SOP is applicable to Opening and Closing of Microbiology Laboratory.

3.0 RESPONSIBILITY:

Officer / Executive - Microbiologist

4.0 ACCOUNTABILITY:

Head QC

5.0 PROCEDURE:

5.1 OPENING:

5.1.1 Collect the keys from the security gate and record the entry in key log book.

5.1.2 If necessary, switch on the lights located at the entry of department.

5.1.3 Open the lock of the main door.

5.1.4 Remove Street shoes.

5.1.5 Cross the crossover bench.

5.1.6 Wear the slippers, lower, nose mask and disinfect Hand with 70 % IPA.

5.1.7 Open the door of corridor and enter the corridor of Microbiology Laboratory.

5.2 CLOSING:

5.2.1 Every Holiday if no any work plan then department should be closed.

5.2.2 Last person of Microbiology Laboratory should check and confirm that all Instrument and light switch off, open the door of the corridor and enter in change-room.

5.2.3 Remove the slippers and put back in cross over bench rack.

5.2.4 Remove the lower, nose mask and put back into the almirah or into the used garments bin.

5.2.5 Cross the cross over bench.

5.2.6 Wear the street shoes.



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Microbiology

SOP No.:

Title: Opening and Closing of Microbiology Laboratory

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

5.2.7 Open the main door and exit from the Quality Control Department and lock and seal it.

5.2.8 Handover the key to Security Department record the entry in key log book.

6.0 REFERENCES:

In-House

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance Department
- Controlled Copy No. 02 Quality Control Department
- Master Copy Quality Assurance Department

9.0 ABBREVIATION:

No. Number
QC Quality Control
QA Quality Assurance
SOP Standard Operating Procedure

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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