PHARMA DEVILS	
PRODUCTION DEPARTMENT	

STANDARD OPERATING PROCEDURE

Title: Cleaning of Sliding Door

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	1 of 2	

1.0 OBJECTIVE:
To lay down the Procedure for Cleaning of Sliding Door.

2.0 SCOPE:
This SOP is applicable for Cleaning of sliding door.

3.0 RESPONSIBILITY:
Officer / Executive – Production

4.0 ACCOUNTABILITY:
Head – Production

5.0 ABBREVIATIONS:
IPA   Iso Propyl Alcohol
Ltd.   Limited
No.   Number
Pvt.   Private
SOP   Standard Operating Procedure

6.0 PROCEDURE:

6.1 ENSURE THE AVAILABILITY OF THE FOLLOWING:
➢ Mopping pads
➢ IPA 70% v/v

6.2 OPERATION OF CLEANING OF SLIDING DOORS:

6.2.1 First of all clean the upper side sliding track / wheels of sliding door with dry mopping pads. Clean any excessive grease with waste cotton / mopping pad.

6.2.2 Clean the door both sides – first with dry moping pad. Clean the edges properly, especially where there is possibility of accumulation of dust / dirt thoroughly, then followed by IPA 70% v/v solution.

6.2.3 Check for dust / dirt between the wall & door and clean it thoroughly.

6.2.4 Finally, check for smooth operation of the door and, if necessary, grease it freshly.

6.3 PRECAUTIONS:

6.3.1 Take care of prevention of sliding of door during cleaning to avoid any injury.

7.0 ANNEXURES:
Not Applicable
ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:
- Controlled Copy No.1   Quality Assurance
- Controlled Copy No.2   Production
- Master Copy   Quality Assurance

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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