



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: SOP for House Keeping of the Factory Premises	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down operating procedure of housekeeping of the factory premises.

Scope: This procedure is applicable to

Responsibility: Security Incharge

Procedure:

1. Starting from the entry of the premises, sweep the floor regularly.
2. Cut wild grasses & trim the ranches of plants twice a month.
3. Collect all sweepings in a garbage bin
4. Use mechanical lawn mowers twice a month.
5. Clean all the gutters once a month.
6. All the plants should be watered regularly.
7. Record all the activities & produce on demand.
8. Clean the security room regularly & maintain all concerning records related with the daily activities up to date.

Precautions:

1. Take care for the entry of rodents or snakes & take the necessary action.
2. All the sweepings should be properly disposed.
3. Ensure the proper coverage of sewage gutters after cleaning operation.
4. The separate person should be engaged for the housekeeping & the cleaning supervised thoroughly.