



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: SOP for General Cleaning	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down operating procedure of general cleaning

Scope: This procedure is applicable to

Responsibility: Production Chemist
To supervise the activity

Frequency: Daily cleaning and weekly cleaning.

Cleaning procedure for passage:

Daily cleaning:

1. Use phenyl , Dettol and Savlon one after another in series i.e.
Use phenyl on Monday and Tuesday
Use Dettol on Wednesday and Thursday and
Use Savlon on Friday and Saturday
2. Clean the passage using Vacuum cleaner as per SOP.

Cleaning procedure for ceiling, walls, glass windows, electrical accessories, etc.

Weekly cleaning:

1. Cleaning in the manufacturing area including granulation, compression and coating is performed during change over.
2. Ensure that the any activity is not running in the area under cleaning otherwise select the another area for the cleaning.
3. Cleaning at heights is to be performed with the ladder.
4. Ensure that the electrical accessories to be cleaned are switched off.
5. Wet the cloth with the detergent solution used for the daily cleaning.
6. First remove any dust residue by dry cloth and then Clean with the wet cloth followed by the dry cloth
7. Clean the exhaust inside and outside as well.
8. Clean the window glass using colin solution.

Precaution and check point:

1. Check that the electric assessors are switched off.
2. Before cleaning check that there is no material of any product.



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Attachment 1 Daily Cleaning

Area Date	Disinfectant used	Passage GF	Toilets	Ladders	Passage FF	Outside passage	Done by	Checked by
1	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
2	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
3	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
4	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
5	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
6	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
7	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
8	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
9	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
10	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
11	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
12	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
13	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
14	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
15	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
16	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
17	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
18	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
19	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
20	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
21	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
22	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
23	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
24	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
25	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
26	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
27	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
28	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
29	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
30	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
31	A/B/C	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		

A: Dettol

B: Phenol

C: Savlon

