



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Laboratory Cleaning	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Laboratory Cleaning.

2.0 SCOPE:

This SOP shall be applicable to Chemical & Instrument section of Quality Control Laboratory.

3.0 RESPONSIBILITY – Execution - Laboratory Attendant
Checking - Executive and all above

4.0 ACCOUNTABILITY - Manager Quality Control

5.0 PROCEDURE:

5.1 Clean all the reagent bottles & shelves with clean cotton cloth.

5.2 Clean all instruments with dry clean cotton cloth.

5.3 Clean the working tiles / slabs with 10% detergent – solution followed by water.

5.4 Remove any spot or stains on floor or on slabs with methanol. (Wear safety hand gloves while handling methanol)

5.5 Mop the floor with dilute Teepol solution and allow it to dry.

5.6 Clean the window panels and doors with a clean cloth.

5.7 Clean the walls and ceiling with the help of nylon brush attached at the end of Vacuum pipe of the vacuum cleaner (once in a week).

5.8 If any spots or stains remain on the wall clean the same with diluted soap solution.

5.9 Collect the accumulated dust into a dustbin and transfer it to the scrap area.

5.10 Clean the computer screen, doors and windows using Colin

5.11 Frequency of cleaning: Every day or after any spillage.

5.12 Maintain the record of laboratory cleaning as per Annexure-I (Laboratory cleaning record).

6.0 SAFETY & PRECAUTIONS:

6.1 Wear gloves and safety goggles while washing.

6.2 Wash the hands properly after performing cleaning activity.



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7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date

8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

9.0 REFERENCES:

Not Applicable

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

No. : Number

HOD : Head of Department

QC : Quality Control

% : Percentage

Annexure-I: Laboratory Cleaning Record

