



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: SOP for Personal Hygiene	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down the operating procedure for maintaining personal hygiene among the persons working in production area.

Scope: This procedure is applicable to

Responsibility: Production supervisor

Procedure:

1. Every person entering into the manufacturing area should wear protective garments appropriate to the operation to be carried out.
2. Eating, drinking ,chewing or smoking, or the storage of food, drink, smoking materials or personal medication in the production & storage area should be prohibited.
3. Direct contact should be avoided between the operator 's hands & the exposed product as well as any part of the equipment should be avoided.
4. Personnel should be instructed to use hand- washing facilities.
5. The wearing of watch & ornaments like bangles, finger -rings is Strictly avoided during manufacturing operations.
6. Personnel affected by any infectious disease or having open lesions on the exposed area of the body should not be engaged in the manufacturing area.
7. Also the person should inform himself in case of any major illness or sudden illness during the manufacturing operation.
8. The supervisor should check the personal cleanliness of the working personnel like hairs ,nails etc.
9. The female personnel should cover the hair properly during handling the manufacturing operations.
10. The use of cosmetics like creams, lipstick, perfumes should be strictly avoided .