



STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Operation & Cleaning of Decontamination Booth	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0. OBJECTIVE:

The objective of this SOP is to describe the procedure for Operation and Cleaning of Decontamination Bay in Beta-Lactam Block.

2.0 SCOPE:

This SOP is applicable in Beta-lactum Block for procedure for operation and Cleaning of Decontamination booth.

3.0 RESPONSIBILITY:

3.1 The Concerned operator shall be:

3.1.1 Responsible for the decontamination as per the described procedure.

3.2 The Housekeeping personnel shall be:

3.2.1 Responsible for the cleaning the decontamination bay.

3.3 The Production officer/Store Officer shall be:

3.3.1 Responsible for the monitoring of decontamination activity at the bay.

4.0 ACCOUNTABILITY:

4.1 Department head Production shall be :

4.1.1 Accountable for implementation of standard operating procedure.

5.0 PROCEDURE:

5.1 Ensure that the material to be disposed to scrap yard is transferred near the decontamination bay after pretreatment as per SOP.

5.2 Open the door and take the material into decontamination bay.

5.3 Spray manually 2% Sodium Hydroxide solution on the material/ outer polybag.

5.4 Open the door towards outside area and transfer the material outside.

5.5 Close the door.

5.6 **FREQUENCY:** Once in a day.

5.7 **CAUTION:** Always open one door at a time during decontamination.

6.0 TRAINING:

Trainer -- Head - Production

Trainee -- All Departmental Executives, officers and related workmen.



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7.0 DISTRIBUTION:

Certified Copy No. 1 : Head of Department
Certified Copy No. 2 : Head – Plant Operations
Reference Copy No 3 : For Display at decontamination bay
Original Copy : Head – Quality Assurance

8.0 ANNEXURE:

Nil

9.0 REFERENCE:

Nil

REVISION HISTORY:

Revision Number	Effective Date	Revision Details	Reason for Revision	Authorized By
01				