 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-002-02	Effective Date:	01.04.2018
	Supersedes :	HR-002-01	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: HOUSEKEEPING IN FACTORY PREMISES				

1.0 PURPOSE:

To lay down the procedure for cleaning, and housekeeping in the factory premises.

2.0 SCOPE:

This procedure applies to all walk through premises in the factory at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

It is the responsibility of HR Department for maintaining good housekeeping in Plant and to ensure that the cleaning and Housekeeping activities are carried out as per the schedules.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

5.1.1 **General:** The Manufacturing premises, Security, Admin, Generator Room, Power Control Room, Toilets, Boiler Room, General Store Rooms are to be maintained clean and tidy.

5.1.2 Following Cleaning procedure are to be followed

5.2 Daily cleaning:

5.2.1 All the floors in walk areas and roads are to be cleaned with broom stick slowly without rising dust.

5.2.2 All 0Dust bins shall be emptied keep in their designated place

5.2.3 Mop the floor with wet cloth.

5.2.4 Clean the window glasses and door glasses with wet cloth and then with dry cloth.


5.2.5 Clean the tables and chairs with wet cloth and then with dry cloth.

5.2.6 Record Daily Cleaning activities in the daily housekeeping record

5.3 Weekly cleaning:

5.3.1 Clean all the walls and ceilings with a long duster.

	Prepared by	Reviewed by	Approved by
Sign & Date			
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Department	Admin & HR	Admin & HR	Quality Assurance

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5.3.2 Cleaning the glass panels with dry cloth followed by a dry cloth.

5.3.3 Remove the cobwebs on the walls with a long broomstick.

5.3.4 Record weekly Cleaning activities in the weekly housekeeping record

6.0 FORMATS / ANNEXURE(S):

6.1 Daily House Keeping Report : Annexure-1

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.09.2009	New SOP	---
01	23.06.2015	Procedure is Updated and Respective formats are included.	---
02	01.07.2017	1. SOP revised in-line with SOP "SOP-QA-001-05" 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

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