 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-001-05	Effective Date:	01.01.2018
	Supersedes :	SOP-WH-001-04	Next Review Date:	31.12.2020
	Department:	Warehouse	Page:	1 of 3
TITLE: HOUSEKEEPING AT WAREHOUSE				

1.0 PURPOSE:

To lay down the procedure for Housekeeping at Warehouse.

2.0 SCOPE:

This is applicable for Housekeeping Warehouse at Discovery.

3.0 RESPONSIBILITY:

3.1 It is the responsibility of the Warehouse personnel to follow this procedure.

3.2 Head -Warehouse / Designee is responsible for monitoring the procedure.

4.0 DEFINITIONS:

NIL

5.0 PROCEDURE :

5.1 Keep the work premises clean & tidy and unnecessary items in the work place shall be removed.

5.2 Daily Cleaning:

5.2.1 Sweep the floor of the Warehouse like Quarantine area, approved area, rejected area, sampling, dispensing, carbon room and solvents storage area with broomstick.

5.2.2 Clean the drums and bags with dry lint free cloth.

5.2.3 If, any cobwebs observed during cleaning then remove it.

5.2.4 Clean the weighing balance & weighing stones.

5.2.5 Clean the dust bins.

5.2.6 Clean the floor daily once and record the details in “Daily Housekeeping Record” (WH001-FM006).


5.3 Weekly Cleaning:

5.3.1 Clean the Doors / Racks with dry cloth.

5.3.2 Spray the Colin solution on glasses and clean with dry cloth.

5.3.3 Clean the pallets with dry cloth.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	V. Ravikumar	N. Rajashekhar	Ch. Mahendar Reddy
Department	Warehouse	Warehouse	Quality Assurance

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5.3.4 Clean the roof and walls with suitable mop stick.

5.4 Cleaning After Sampling Activity:

5.4.1 Cleaning shall be done after each type of material sampling.

5.4.2 Clean sampling room immediately after the completing of sampling of the material.

5.4.3 Switch off the balance and lights.

5.4.4 Ensure all the materials containers and other accessories are removed from sampling room.

5.4.5 Use dry cloth to dry mop the entire inside surface of sampling room, balance platform and floor of room.

5.5 Cleaning After Dispensing Activity:

5.5.1 Cleaning shall be done after dispensing of material. (If same material is dispensed for different products is not required).

5.5.2 After Dispensing of every raw material ensure that the details are entered in Dispensing Record.


6.0 FORMATS / ANNEXURE(S):

6.1 House Keeping Record : WH001-FM006

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.08.2009	New SOP is introduced	---
01	01.01.2014	1. Personnel hygiene was included. 2. SOP revised with more clarity.	---
02	01.01.2015	Pallets cleaning record removed	---
03	10.05.2016	1. SOP revised as per SOP for SOP. 2. Title changed from "House Keeping in Warehouse and	---

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Revision No.	Effective Date	Details of Revision	Ref. CCF No.
		Personal Hygiene” to “House Keeping in Warehouse”. 3. Procedure rephrased for better clarity. 4. Cleaning procedure of sampling and dispensing room merged in this SOP. 5. Name “Store” changed to “Ware house”.	
04	01.01.2017	1. SOP format changed make to inline with SOP-QA-001-04. 2. Department code changed to warehouse i.e. WH. 3. Area Usage and cleaning log removed. 4. Sampling room cleaning procedure included. 5. Cleaning of dispensing Room format Removed. 6. Altogether procedure has been rephrased for better clarity.	WH-CRF-004/16
05	01.01.2018	1. SOP format changed make to inline with SOP-QA-001-05	CCF/GEN/17034

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	V. Ravikumar	N. Rajashekhar	Ch. Mahendar Reddy
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