 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-025-03	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-025-02	Next Review Date:	31.12.2020
	Department:	Production	Page:	1 of 2
TITLE: HOUSE KEEPING				

1.0 **PURPOSE:**

To describe the procedure for House Keeping of manufacturing area.

2.0 **SCOPE:**

This procedure applies to all manufacturing blocks at Discovery.

3.0 **RESPONSIBILITY:**

It is responsibility of the production personnel to clean the manufacturing area with help of helpers.

4.0 **DEFINITIONS:** Nil.

5.0 **PROCEDURE:**

5.1 **Cleaning:**

5.1.1 Wear personnel protective equipment as required.

5.1.2 Sweep the entire area by using broom stick slowly to avoid dust rising then collect the dust in dust bins.

5.1.3 Ensure that equipment manhole /container lids are in closed condition during cleaning in respective areas.

5.1.4 Mop the reactor of equipment outer surface with clean dry cloth.

5.1.5 Mop the entire floor like Driers room, Reactors area and Centrifuges area by using mop stick, use wet mop if required.


5.1.6 Record the cleaning details in cleaning format.

5.1.7 Once in a week clean the walls of room, and Service headers, pipelines going to individual reactors with help of clean cloth and long broomsticks.

5.1.8 Once in a week clear all the charge tanks and equipment cladding with dry cloth.

5.1.9 Plant cleaning shall be recorded in the cleaning form.

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5.1.10 Ensure that equipment manhole /container lids are in closed condition during cleaning.

5.1.11 Clean the dust in the corner of the roof in manufacturing area with help of long Broomsticks.

5.1.12 The solid waste such as Hyflow / Carbon etc shall be collected in a polythene bag and send to ETP for further disposal.

5.1.13 Clean all the drains in the production area by removing the derbies and flush with water.

5.1.14 Clean sinks / Wash basin with water and clean with soap solution if required.

6.0 FORMATS / ANNEXURE(S):

S. No.	Details	Format No. (Current version)
01	Housekeeping check list	PD025-FM001

7.0 CHANGE HISTORY

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	20.08.2009	New SOP is introduced	--
01	01.06.2014	Formats are the part of SOP. So prepared Separately.	--
02	01.01.2017	Procedure elaborated and SOPs PD-024 and PD-046 are merged in this SOP.	PD-CRF-024/16
03	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17035

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