## Nourishment made beautifully

## **CHECKLIST**

SATURDAY DAY SHIFT	Sign when	Date: 02 - 01 - 2021
schedule for Junior Operator	completed	Comments
GMP/Services		
Check chemical containers are labels, expiry and airlock	1 -	1
transfer list	KE	7.7.68
Vac, mop and sanitise link to D6	KE	
Inspect boots in Packing and D7 boot exchange, list		and the second second
replacements/ cleaning required to NPL	KE	
Sanitise Packing boot exchange and D6/D7 boot exchange	KE	
Clean benches in IF control room	KE	
Check 5S audits are actioned and followup underway	KE	
Hose tags D6 checked and reported to NPL	NIA	
General rubbish check inand outside air locks	KE	
Clean Lab, empty rubbish, change cloths	KE	
Foam External Batch silos W7	KE	

**GENERAL:** Clean marks and smudges off walls and doors. Put tools away. Report any damaged building or plant items to NPL. Collect any loose plant items and refit if possible, otherwise label (where it was found) and pass on to the Store men or NPL. **NOTE:** Areas will require cleaning on a more regular basis, this schedule is written as a minimum guideline in the Housekeeping log. This is primarily the responsibility of the Materials handling operators.

Plant training over view		
Day: (Detail actions/learnings)		
- Ethasan, Stabicio, Steril toam, e midas do not have expire dates		
on them. Informed supervisor e he is following it up.		
- Boots are all in good condition in boot exchange		
5° Audits all done		
- hab clean e rubbish empty		
· Batch silvs inside /bottoms hosed as best as possible as I		
· Batch silos inside/bottoms posed as best as possible as I		
OD NOT MAKE OF CONTINEED SPACE FICKET.		

Date Issued: 20/12/2019 DOC ID: NSOP 01 F63/02 Nourishment made beautifully

SATURDAY NIGHT SHIFT	Sign when	Date:		
schedule for Junior Operator	completed	Comments		
Check chemical bunds, empty and clean where needed		]		
Check consumables room is tidy				
Clean and tidy wet wash room		]		
Check and empty brush wash machine				
Mop consumables room floor, dry and sanitise				
Work areas are all clean and presentable		1		
Door tags checked and reported to NPL		1		
Check building ventilation exits are pest proof		1		
Clean the Lab benches, cupboards, sinks & floor		1		
Clean inside lab cupboards and cupboard doors		1		
Clean Centrifuge and sinks		1		
Clean Stomacha machine		1		
Wipe down XDS & Milkoscan				
GENERAL: Actions for today are designed to give insight into Quality systems and allow you to find print and use manuals/ forms. Also keeping up the general appearance of the production area is key to a successful operation.  NOTE: Individual area require GMP related tasks done on a regular basis. This is primarily the responsibility of the area Operator.				
Plant training over vi	ew			
Night : (Detail actions/learnings)				
	-,			

Date Issued: 20/12/2019 DOC ID: NSOP 01 F63/02