

SATURDAY NIGHT SHIFT schedule for Junior Operator		Sign when completed	Date: 02-01-2021 Comments
Check chemical bunds, empty and clean where needed	SB		
Check consumables room is tidy	SB		
Clean and tidy wet wash room	SB		
Check and empty brush wash machine	SB		
Mop consumables room floor, dry and sanitise	SB		
Work areas are all clean and presentable	SB		
Door tags checked and reported to NPL	SB		
Check building ventilation exits are pest proof	SB		
Clean the Lab benches, cupboards, sinks & floor	SB		
Clean inside lab cupboards and cupboard doors	SB		
Clean Centrifuge and sinks	SB		
Clean Stomacha machine	SB		
Wipe down XDS & Milkoscan	SB		
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 view			
Night : (Detail actions/learnings)			
* Chemical bundles and chemical are upto date. * Lab setup properly; Hygenit changed the lab cloth. * Door tags are there. * Laboratory instrument are all in good hygenic condition. * Lab cupboards are cleaned and wiped down.			