

CHECKLIST

FRIDAY DAY SHIFT schedule for Junior Operator		Sign when completed	Date: 25-12-20 Comments
Packing 7			
Clean around door frames and sanitise door handles	KE	- No Consumables to pick as they are not open today. - missed Hygienist doing air plates	
Remove dust from the top of cabinets	KE		
Vacuum upper level of packer	KE		
Clean barrier in Airlock	KE		
Sanitise airlock	KE		
Clean and sanitise rubbish station	KE		
Remove all foreign matter from area, check area around coder	KE		
Pick Up consumables from stores	—		
Help Hygienist with Air Plate Counts	—		
Foam External Batch Silos W6	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 inform control room. 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 Packing Operator.			
Plant training over view			
Day: (Detail actions/learnings)			
- All door frames & handles Sanitised. - Removed from top of cabinets as far as I could reach - Packer had just vacuumed upper level - cleaned & sanitised Airlock - rubbish stations clean & sanitised - Hosed down Batch Silos W6 round back of building need a proper nozzle to hose silo down can't reach inside properly			