

CHECKLIST

SATURDAY DAY SHIFT	Sign when	Date: 26 12 20
schedule for Junior Operator	completed	Comments
GMP/Services		
Check chemical containers are labels, expiry and airlock		1
transfer list	CH	
Vac, mop and sanitise link to D6	CH	
Inspect boots in Packing and D7 boot exchange, list		
replacements/ cleaning required to NPL	CH	
Sanitise Packing boot exchange and D6/D7 boot exchange	CH	
Clean benches in IF control room	CH	
Check 5S audits are actioned and followup underway	NIA	
Hose tags D6 checked and reported to NPL	NIA	
General rubbish check inand outside air locks	CH	
Clean Lab, empty rubbish, change cloths	CH	
Foam External Batch silos W7	NA	
OFNEDAL OL		

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)
- Checked chemical containers are labelled in airlock.
- Cleared benches in IF control room of what is not getting
used
- Lab is clean and cloths are allgood.
- Sanitised link to D6
- Boots in D7 Packing boot exchange are good.
- Boots in D7 Packing boot exchange are good.
- Sanifised Books in D7 Boot exchange too.
- 55 and its are all upto standard.

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SATURDAY NIGHT SHIFT		Date: 26 - 17 - 20
schedule for Junior Operator	completed	Comments
4		
Check chemical bunds, empty and clean where needed	PS	
Check consumables room is tidy	P5	
Clean and tidy wet wash room	PS	
Check and empty brush wash machine	13	
Mop consumables room floor, dry and sanitise	13	
Work areas are all clean and presentable	P5	
Door tags checked and reported to NPL	P5	
Check building ventilation exits are pest proof	P5	
Clean the Lab benches, cupboards, sinks & floor	P5	
Clean inside lab cupboards and cupboard doors	PS	
Clean Centrifuge and sinks	45	
Clean Stomacha machine	P5	
Wipe down XDS & Milkoscan	195	
GENERAL: Actions for today are designed to give	e insight into Qเ	uality systems and allow
you to find print and use manuals/ forms. Also kee	eping up the ge	neral appearance of the
production area is key to a successful operation.	1 0 1 0	
NOTE: Individual area require GMP related tasks	dono on a roqu	lar basis. This is
	done on a regu	ilai basis. Tilis is
primarily the responsibility of the area Operator.		
Plant training over	er view	
Night : (Detail actions/learnings)	OI VICW	· · · · · · · · · · · · · · · · · · ·
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