	UGEE CHEMICALS Plant General SOP		SOP Standard Operating Procedure
	GOOD MANUFACTURING PRACTICE STANDARDS		
SOP#: UCL/IBDSITE/CD/Q/02.0	Issuance Date: Revision Date:	As of Last Signature Maximum 2 years from Effective Date	Reference: NIS 376:2013 for detergents
	Effective Date:	20 working days from Issuance date	Page #: 1 of 17

PURPOSE

- Establish basic housekeeping standards and system that will ensure maintenance of clean & hygienic conditions in the manufacture and storage of products. This is essential to maintain product integrity and performance.

SCOPE

- The SOP is applicable to Ibadan Plant and the warehouse.

RESPONSIBILITY

- All employees are responsible for complying with site GMP and Housekeeping standards.
- Team Leaders (TL)/Area Owner are the coordinators for each team per shift. They are responsible for the entire cleanliness of their area.
- Employees are responsible for executing cleaning jobs as assigned. They will document correctly and promptly all cleaning work done.

POTENTIAL RISKS:

- Dusts, risks of falling objects, falls etc.




PPE REQUIRED:

- Safety boots, Nose masks, Overalls, gloves and body harness (when required) etc.

PROCEDURE

GENERAL

1. GMP refers to principles of quality assurance procedures that should be applied to manufacturing practices. GMP is that part of QA which ensures that products are consistently produced and controlled to the quality standards appropriate for their intended use.
2. Adherence to GMP and housekeeping standards, complementing the various control tests, appropriate process validation from research & development through production and testing, right up to post-marketing surveillance and sales, contribute substantially to consistently uniform batches of high quality products.
3. The site will comply with all regulatory (NAFDAC/SON e.t.c) requirements on GMP, material, inprocess and finished product sampling and testing requirements. Such sampling and testing requirement will be documented in appropriate notebook available in the lab.
4. If an exception to regulatory requirement is required the request is made by QA.

SOP OWNER  Adio Sakiru Date: 10/08/2022	QA APPROVAL -----NA----- Date:	HS&E APPROVAL  Adebisi Adedoyin Date: 10/8/2022	AUTHORISATION  Site QA: Alawode Olujide Date: 10/08/2022
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CLEANING SYSTEM

5. Specifics items and area of concentration will be called out in housekeeping checklist at the department level. Department housekeeping owner will monitor janitor services at the departmental level, ensure right cleaning procedures and housekeeping checklists are followed
6. Employees/contractors involved completes the cleaning logs/housekeeping checklist when cleaning task has been executed. Department housekeeping owner/area owner will ensure checklists are completed(records should be filled as soon as task is completed) and filed in Checklist records file.
7. Any observation not captured in the checklist are written as comments in the checklist. All outages are addressed immediately.
9. High level cleaning will be implemented based on existing schedule developed for each area. All finished product, in process/intermediates, raw and pack material will be protected from contamination during this process. Cleaning log will be filed once the task is completed and area owner will verify effectiveness of the cleaning exercise.

GMP AND HOUSEKEEPING STANDARDS

10 PREMISES

- 10.1 One meter premises around the buildings must be kept free of all vegetation.
- 10.2 Plant surrounding must be kept clean, free of littering objects and free of tall vegetation.
- 10.3 Drains must be smooth, rounded, and free of holes, pits, mould, algae and dirt.
- 10.4 Edges of flowers and branches of trees must be trimmed.
- 10.5 Unused Pallets must be stored in the designated areas.
- 10.6 Empty drums, big bags, and other scraps must be stored properly in the designated areas.
- 10.7 Waste bins must be available at designated point, emptied daily, clean and free of dirt and stains.
- 10.8 Water hoses, cleaning equipment and gardening equipment must be stored properly in the designated areas.

11 WASHROOM/TOILETS/CHANGING ROOM

- 11.1 Rest and refreshment rooms should be separated from production floors. Toilet should not directly communicate with product or material storage areas.
- 11.2 Toilets must have full soap dispensers and functioning hand dryers.
- 11.3 There should be leak proof receptacles for used feminine [sanitary] towels.
- 11.4 Water closets, Urinals, Wash hand basins must be clean, free of stains, stagnant water, leakages and offensive odour.
- 11.5 Walls, Floors, Showers & Windows must be clean, free of dusts, stains and finger prints.
- 11.6 Personnel lockers :
 - 11.6.1 Doors must close properly and be flush with body of locker.
 - 11.6.2 Top surfaces and doors must be free of objects.

11.6.3 The Body of the lockers must be kept free of dirt.

11.6.4 Space under lockers must be free of objects, dust and rubbish.

11.7 Facilities for changing clothes, washing and toilet purposes should be easily accessible and Locker rooms must be clean and free of offensive odour.

11.8 Used overalls, lab coats, boiler suits and caps must be kept in the designated bin

12 OFFICES

12.1 No accumulation of dust on vertical and horizontal surfaces.

12.2 No stain and finger prints on walls, doors, glass surfaces and louvers.

12.3 Roof, ceilings, Fixtures on ceilings and walls, underneath and top surfaces of tables, chairs, cabinets must be free of dust and cobwebs.

12.4 Venetian and Vertical blinds must be free of dust and cobwebs.

12.5 Rugs/ Floor must be clean and free of stains.

12.6 Waste paper baskets must be emptied daily and kept clean and free of waste.

13 PRODUCTION AREAS / WAREHOUSE / LABS / WORKSHOP

13.1 Floors must be clean and free of water, stickiness, dirt, dust and stains.

13.2 Floor drains in must properly covered, free of dirty water and odor.

13.3 Walls, doors and glass surfaces must be free of stains, finger prints, mould and cobwebs.

13.4 Tops of cabinets must be free of dust and objects.

13.5 Roofs, Ceilings, Walls, Fixtures, Furniture and Fittings must be clean, free of dust, dirt & cobwebs and must be free of cracks and open joints. They should not shed particulate matter and should permit easy and effective cleaning

13.6 Hand Washbasins, sinks and Eye wash fountains must be clean, free of stains, stagnant water, leakages and odour.

13.7 Top Surfaces and underneath equipment, raw materials and finished products must be clean, free of dust, dirt & cobwebs. Water piping must be free of leakages. Pipelines should be designed to avoid creation of recesses which are difficult to clean.

13.8 Lighting, temperature, humidity and ventilation should be appropriate and such that they do not adversely affect, directly or indirectly, either the products during their manufacture and storage, or the accurate functioning of equipment.

13.9 Repair and maintenance operations do not present any hazard to the quality of products. They should be cleaned.

13.10 All handling of materials and products, such as receipt and quarantine, sampling, storage, labelling, dispensing, processing, packaging, distribution and production processes should be done in accordance with written procedures.

- 13.11 Operations on different products should not be carried out simultaneously or consecutively in the same room unless there is no risk of mix-up or cross contamination.
- 13.12 Any deviation from instructions or procedures should be avoided and far as possible. If a deviation occurs, the involvement of the site QA is required and should be approved in writing. See Site SOP UCL/IBDSITE/CD/Q/09.0
- 13.1 Painting activities should not be carried out while production of intermediates or finished product is in progress.

14 **CANTEEN**

- 14.1 Floor, must be clean, free of stains, soft drinks bottle cover and oil stains.
- 14.2 Wash room and wash-hand basin must be clean
- 14.3 Tables must be clean, free of oil stain, used cups, plates and utensils.
- 14.4 Canteen should appear clean and well arranged.
- 14.5 Walls and surfaces should be clean, free of dust, stains and hand prints.
- 14.6 Canteen must have full soap dispensers and functioning hand dryers.

15 **STORAGE OF CLEANING EQUIPMENT**

- 15.1 Cleaning equipment must be stored in the designated area clean and dry after use.
- 15.2 Mops and Glass wipers must be kept clean and dry after use.
- 15.3 Mop buckets must be emptied of all used solutions and allowed to dry.
- 15.4 Dusters must be washed and dried after use.

16 **PERSONAL APPEARANCE & HYGIENE**

- 16.1 Personnel entering or working in GMP areas where starting materials or product are exposed shall wear clean clothing appropriate for the duties performed.
- 16.2 Steps should be taken to ensure that, as far as is practicable, no person affected by an infectious disease or having open lesions on the exposed surface of the body s engaged in the manufacture of finished products.
- 16.3 Eating, drinking, chewing or smoking, or the storage of food, drink, smoking materials or personal medication is only allowed in designated area.(i.e. canteen and office blocks).
- 16.4 Spitting and the use of tobacco in any form is prohibited within the preparation, processing and packaging areas of the premise. The use of tobacco/cigarettes is restricted to designated areas within the premise.

- 16.5 If lab coats or uniforms are used it is preferred that pockets be absent (or sealed) if above the waist. If pockets are present, loose items (i.e. keys, Pens, badges etc.) must not be placed into them when working in GMP designated areas. Items must not be clipped (i.e. pens, badges, etc.) to an outer layer of clothing above the waist.
- 16.6 All removable jewelry must be taken off (watches, rings, earrings, necklaces, nose studs, eyebrow rings, tie tacks etc.) prior to working in a production area.
- 16.7 Personnel shall remove visible accumulations of dust from their clothing and person before entering or re-entering production areas. Lab coats and/or other protective apparel must be changed as needed to maintain cleanliness and prevent cross-contamination.
- 16.8 Personal clothing / napkins should be kept in the lockers only.
- 16.9 Clothes/ Protective caps must not be washed in the changing room.
- 16.10 Use toilet tissue paper/water only to clean up.
- 16.11 Wash your hands with soap, rinse with water and dry (with hand dryer) each time you visit toilet.
- 16.12 Female employees must not plait hair in the changing rooms.
- 16.13 Hair Strands & Sanitary towels should only be disposed in the designated bins.
- 16.14 Employees should not sleep in the changing rooms.
- 16.15 Protective garments (clean or dirty) should be kept in the designated areas. All protective clothing must be maintained in good condition and must be washed at minimum once a week.
- 16.16 Employees shall keep their finger nails clean, free from nail varnish and lacquers. They shall wash hands with antiseptic solution before commencing work and after each absence from the factory area
- 16.17 All employee shall be medically examined at regular intervals.

17. **SITE BUILDING AND FACILITIES**

ELECTRICAL MAINTENANCE ACROSS THE PLANT

- 17.1 Emergency and security lighting must be working when needed
- 17.2 All burnt bulbs, LEDs, damaged sockets are replaced
- 17.3 Switches and breakers are in good conditions and alignment of contacts.
- 17.4 There are no signs of burns or overheating on all interior DBs and panels
- 17.5 Hand dryers in the toilets and canteen are all functioning well.

PLUMBING INSTALLATION MAINTENANCE ACROSS THE PLANT

- 17.6 Faucet (taps and valves) are all in good condition
- 17.7 Sanitary equipments were not leak or any blockage
- 17.8 Adequate water pressure at sanitary equipments, toilets
- 17.9 All drainages are free of any obstruction

- 17.10 All pumps in the site are performing properly without any unusual noise
- 17.11 The filter pumps/pipeworks are free from blockage or any leakage.

AC MAINTENANCE ACROSS PLANT

- 17.12 All evaporators and condensing units are clean and working properly
- 17.13 No vibration on the outdoor and indoor units
- 17.14 No loose electrical contact on the outdoor and indoor unit that can cause malfunctioning of the unit
- 17.15 There is cooling effectiveness on the AC unit while working
- 17.16 If indoor is dirty blow out the dust from the motor using blower
- 17.17 Wash thoroughly with vacuum machine.

PAINTING MAINTENANCE ACROSS THE PLANT

- 17.18 There is no swollen paint on the wall or on the structure
- 17.19 All faded kerbs, peeled off paints, and discoloured parts need to be repainted
- 17.20 All zebra lines across the plant must be in good condition, any damaged or peeled parts need to be repainted
- 17.21 All the rails and the barricades must be in good condition, any damage needs to be repainted
- 17.22 All epoxy floor must always be in good condition at all times, repaint if damaged.

CIVIL

- 17.23 All the kerbs, floor, wall and structure are free of cracks and breakages
- 17.24 All the ceiling board are in good condition, any defective one is replaced immediately.
- 17.25 No Missing ceiling at any point in time.
- 17.26 All the tables and drawers should always be in good condition with their key
- 17.27 Fix any defect on the table, drawer immediately
- 17.28 No roof leakage at any point on the site and if there is plan to fix immediately

GENERATOR AREA- (NEW POWER AREA)

- 17.29 The floor of the generator yard should always be clean and free of water, oil and diesel.
- 17.30 Fuel supplying line to the generators should be without leakages and allow adequate flow (as applied)
- 17.31 Battery terminals must always be clean and without corrosion
- 17.32 Diesel tank level must always be above half, if not full tank.
- 17.33 Reading and recording of operating parameters (condition monitoring)

OLD POWER AREA

- 17.34 The generator yard should always be clean free of water, oil and diesel on the floor
- 17.35 Fuel supply line to the generator should be without leakages and allow adequate flow (as applied)
- 17.36 Battery terminals must always be clean without corrosion
- 17.37 All the doors to the generator must always be closed while working and at standby
- 17.38 There should not be any diesel leakage on the floor at the generator filter area.
- 17.39 All the valves to each generators must be at open position
- 17.40 Reading and recording of operating parameters (Condition monitoring)

DIESEL DYKES

- 17.41 The diesel dyke yard should always be clean and free of water, diesel on the floor
- 17.42 There should be no leakage from any of the valves or pumps in the dyke
- 17.43 While the pump is working there should not be any leakages

COMPRESSOR AREA

- 17.44 The floor of the compressor yard should always be clean, free of water and oil
- 17.45 All the auto drainers must be working properly, no water in the compressor yard
- 17.46 All the compressor unit doors must be closed while working and at standby
- 17.47 Recording of compressor parameters, ZT90,GA75+ and GA75VSD
- 17.48 The utilities and facility leader provide part/spare that might be needed to complete the task
- 17.49 Ugee employee log their facility defect into defect platform
- 17.50 The utilities/ facilities leader plan to fix the defect while department provides the material.

DEFINITIONS

GMP: Good Manufacturing Practices

SON: Standard Organization of Nigeria

NAFDAC: National Agency for Food and Drug Administration and Control

REASON FOR UPDATE




End of Procedure

SOP RELATED ATTACHMENTS




- Attachment 1 – Qualification Sheet
- Attachment 2 – Model Answers
- Attachment 3 –AC maintenance checklist
- Attachment 4 – Electrical maintenance checklist
- Attachment 5 –Plumbing maintenance checklist
- Attachment 6 – Painting
main.....
checklist.
- Attachment 7 – Civil Maintenance checklist

Uncontrolled If Not Stamped




NAME DAY	AREA	TASK	TIME	DATE COMMENT	REMARK
MONDAY	OPEN OFFICE	CLEAN THE OUT DOOR UNIT OF DIRT , NO WATER OR GAS LEAKAGE , AC IS COOLING AND SET AT 23 °C	9:00 - 4:00		
	CLINC				
	GYM				
	11KVA ROOM				
TUESDAY	MSG AC	CLEAN THE OUT DOOR UNIT OF DIRT , NO WATER OR GAS LEAKAGE , AC IS COOLING AND SET AT 23 °C	9:00 - 4:00		
	PSG AC				
WEDNESDAY	TRAINING CENTER AC	CLEAN THE OUT DOOR UNIT OF DIRT , NO WATER OR GAS LEAKAGE , AC IS COOLING AND SET AT 23 °C	9:00 - 4:00		
	STRM AC				
	CONTRACTOR TOILET AC				
	OLD RECEPTION AC				
THURSDAY	IT ROOM AC	CLEAN THE OUT DOOR UNIT OF DIRT , NO WATER OR GAS LEAKAGE , AC IS COOLING AND SET AT 23 °C	9:00 - 4:00		
	STAFF CANTEEN AC				
	CONTRACTOR CANTEEN AC				
FRIDAY	RECEPTION AC	CLEAN THE OUT DOOR UNIT OF DIRT , NO WATER OR GAS LEAKAGE , AC IS COOLING AND SET AT 23 °C	9:00 - 4:00		
	CONTRACTOR GATE HOUSE AC				
	CWH AC				

SOP OWNER  Adio Sakiru Date: 10/08/2022	QA APPROVAL -----NA----- Date:	HS&E APPROVAL  Adebisi Adebayo Date: 10/08/2022	AUTHORISATION  Site QA: Alawode Oluji Date: 10/08/2022
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NAME	AREA	TASK	TIME	DATE	COMMENT	REMARK
DAY	OPEN OFFICE	REPLACE DEFECTIVE LED FITTING/SOCKET /PLUG.				
MONDAY	CANTEEN	RETIGHTEN/LOOSE FITTING.	9:00 - 4:00			
	MSG	REPLACE DEFECTIVE LED FITTING/SOCKET /PLUG.				
TUESDAY	PSG	RETIGHTEN/LOOSE FITTING.	9:00 - 4:00			
	TRAINING CENTER	REPLACE DEFECTIVE LED FITTING/SOCKET /PLUG.				
WEDNESDAY	CONTRACTOR TOILET	RETIGHTEN/LOOSE FITTING.	9:00 - 4:00			
	OLD RECEPTION					
	IT ROOM					
THURSDAY	STAFF CANTEN	REPLACE DEFECTIVE LED FITTING/SOCKET /PLUG.	9:00 - 4:00			
	CONTRACTOR CANTEN					
	RECEPTION					
FRIDAY	CONTRACTOR GATE HOUSE	REPLACE DEFECTIVE LED FITTING/SOCKET /PLUG.	9:00 - 4:00			
	CWH	RETIGHTEN/LOOSE FITTING.				

SOP OWNER  Adio Sakiru Date: 10/08/2022	QA APPROVAL -----NA----- Date:	HS&E APPROVAL  Adebisi Adedoyin Date: 10/08/2022	AUTHORISATION  Site QA: Alawode Olujiade Date: 10/08/2022
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NAME	AREA	TASK	TIME	DATE	COMMENT	REMARK
DAY	OPEN OFFICE	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM SEPTIC TANK	9:00 - 4:00			
MONDAY	CANTEEN	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
TUESDAY	MSG	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
WEDNESDAY	TRAINING CENTER	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
THURSDAY	CONTRACTOR TOILET	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
FRIDAY	IT ROOM	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
	STAFF CANTEEN	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
	CONTRACTOR CANTEEN	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
	RECEPTION	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
	CONTRACTOR GATE HOUSE	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			
	CWH	REPLACE DEFECTIVE PLUMBING FITTING, NO WATER LEAKAGE, NO BLOCKAGE ALONG WATER DRAINAGE, NO SPILLAGE FROM	9:00 - 4:00			

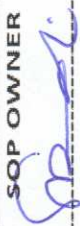
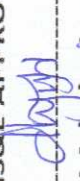

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NAME DAY	AREA	TASK	TIME	DATE COMMENT	REMARK
MONDAY	OPEN OFFICE	CHECK FOR FADED SPOT ON THE KERB, FENCE AND WITHIN THE BILDING	9:00 - 4:00		
	STAFF CANTEN				
	RECEPTION				
	CONTRACTOR GATE HOUSE				
TUESDAY	MSG	CHECK FOR FADED SPOT ON THE KERB, FENCE, ZEBRA CROSSING AND WITHIN THE BILDING	9:00 - 4:00		
	PSG				
	TRAINING CENTER				
WEDNESDAY	CONTRACTOR TOILET	CHECK FOR FADED SPOT ON THE KERB, FENCE, ZEBRA CROSSING AND WITHIN THE BILDING	9:00 - 4:00		
	STAFF CANTEN AC				
THURSDAY	CONTRACTOR CANTEN AC	CHECK FOR FADED SPOT ON THE KERB, FENCE, ZEBRA CROSSING AND WITHIN THE BILDING	9:00 - 4:00		
	IT ROOM				
FRIDAY	OLD RECEPTION	CHECK FOR FADED SPOT ON THE KERB, FENCE, ZEBRA CROSSING AND WITHIN THE BILDING	9:00 - 4:00		
	CWH				

SOP OWNER  Adio Sakiru Date: 10/08/2022	QA APPROVAL NA Date:	HS&E APPROVAL  Adebisi Adedoyin Date: 10/08/2022	AUTHORISATION  Site QA: Alawode Olujide Date: 10/08/2022
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CIVIL INSPECTION CHECKLIST

NAME	AREA	TASK	TIME	DATE	REMARK
DAY	AREA	TASK	TIME	COMMENT	REMARK
MONDAY	OPEN OFFICE	CHECK FOR CRACK/ BREAKAGES ON KERBS, FLOOR, WALL & STRUCTURES.REPLACE DEFECTIVE CEILING BOARD.NO MISSING CEILING. TABLES AND DRAWER IN GOOD CONDITION, NO ROOF LEAKAGE	9:00 - 4:00		
	STAFF CANTEN				
	RECEPTION				
	CONTRACTOR GATE HOUSE				
TUESDAY	MSG	CHECK FOR CRACK/ BREAKAGES ON KERBS, FLOOR, WALL & STRUCTURES.REPLACE DEFECTIVE CEILING BOARD.NO MISSING CEILING. TABLES AND DRAWER IN GOOD CONDITION, NO ROOF LEAKAGE	9:00 - 4:00		
	PSG				
WEDNESDAY	TRAINING CENTER	FLOOR, WALL & STRUCTURES.REPLACE DEFECTIVE CEILING BOARD.NO MISSING CEILING. TABLES AND DRAWER IN GOOD CONDITION, NO ROOF LEAKAGE	9:00 - 4:00		
	CONTRACTOR TOILET				
THURSDAY	STAFF CANTEN AC	CHECK FOR CRACK/ BREAKAGES ON KERBS, FLOOR, WALL & STRUCTURES.REPLACE DEFECTIVE CEILING BOARD.NO MISSING CEILING. NO ROOF LEAKAGE	9:00 - 4:00		
	CONTRACTOR CANTEN AC				
	IT ROOM				
FRIDAY	OLD RECEPTION	CHECK FOR CRACK/ BREAKAGES ON KERBS, FLOOR, WALL & STRUCTURES.REPLACE DEFECTIVE CEILING BOARD.NO MISSING CEILING. TABLES AND DRAWER IN GOOD CONDITION, NO ROOF LEAKAGE	9:00 - 4:00		
	CWH				

SQP OWNER  Adio Sakin Date: 10/08/2022	QA APPROVAL -----NA----- Date:	HS&E APPROVAL  Adebisi Adegboyin Date: 10/08/2022	AUTHORISATION  Site QA: Alawode Olujide Date: 10/08/2022
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