



VitaCare Pharma

CRIGINAL

SOP #	VC-NPR-002	TITLE:	Effective:	11/01/17
Revision #	02	Cleaning of Physical Plant	Status:	APPROVED
Superseded By:	Manav Shah		Total Pages:	05

REVIEWED BY/DATE:	QUALITY APPROVAL/DATE:
<i>Pratej</i> 11/01/21	<i>Manav Shah</i> 11/01/21

1. Purpose:

To provide a documented procedure for physically cleaning of different areas of the plant

2. Scope:

This SOP describes effective measures to maintain the entire facility clean, and in sanitary condition on a daily basis and to avoid being a source of contamination to components, dietary supplements, water supplies or any contact surfaces.

3. Responsibility: Human Resources, Maintenance/Sanitary assistant, Production Supervisor/Manager, Quality Assurance

4. Reference: 21 CFR 111 Subpart C 111.15 (a), (b); 111.23 (b)

5. Procedure:

a. The entire facility is organized in to the following sections.

- Office Area
- Cafeteria (Break-Room)
- Production Area
- Warehouse Area
- Laboratory Area
- Washrooms and Toilet Areas
- Ground Maintenance

b. It is all employees' responsibility to clean the entire premise to be kept clean on daily basis.

c. Each area has separate method of cleaning and sanitation and the type of sanitizing agents to be used there.

d. Office Area:

- All office area including Conference room and individual offices must be cleaned routinely.
- All trash from individual office must be removed, and their respective furniture will be de-dusted and wiped regularly by using a clean cloth soaked with cleaning and/or disinfecting agents.
- The carpet in the offices must be vacuumed during cleaning operation.
- Office floor is mopped daily by using disinfectant solution of Lysol® cleanser and Clorox® bleach mixed in warm water as per label claim.



VitaCare Pharma

ORIGINAL

SOP #	VC-NPR-002	TITLE:	Effective:	11/01/17
Revision #	02	Cleaning of Physical Plant	Status:	APPROVED
Superseded By:	Manav Shah		Total Pages:	05

e. Cafeteria:

- Cafeteria must be cleaned daily.
- All trash from the cafeteria must be removed.
- The trash bag must be replaced with new ones.
- The tables must be cleaned and wiped routinely.
- The floor must be mopped during cleaning operation daily.
- Take disinfectant Lysol® cleanser and Clorox® bleach & dilute in warm water as per label claim for sanitization.
- It is the individual's responsibility to clean up after any spillage of food or beverages during the lunch / break period. Cleaning has to be performed immediately in the event of spill.

f. Production Area:

- The individual production rooms must be cleaned depending on the product change over & as per the procedure described in SOP-VC-NPR-012. Record the activity in respective logbook.
- Use vacuum cleaner for any removal of powder spillage.
- Hallway floor is to be mopped with disinfectant solution (Lysol® cleanser & Clorox® bleach) diluted in warm water as per label claim, at least twice a shift.
- Trash is to be removed routinely at the end of the day or shift from respective production rooms and hallways & washroom. Trash is never allowed to accumulate or overflow.
- Trash containers lined with trash bags will be placed in the production hallways and in the washroom which are to be removed and replaced with new ones.
- Trash bins shall be covered with clean lids at all times. Never place trash in the containers that are not lined by trash bags. Clean the trash containers weekly.
- Brooming or sweeping of the floor is strictly not allowed in production area.
- Production hallway walls, ceiling, light fixtures, vents, etc. shall be cleaned once a month by wiping out with disinfectant solution (Lysol® cleanser & Clorox® bleach) diluted in warm water as per label claim. Record the activity in respective logbook.
- Acoustic ceiling tiles shall be cleaned in production rooms and hallways regularly every six months to remove any accumulated dust to prevent any contamination and risk. Record the activity in respective logbook.

g. Warehouse Area:

- Warehouse floors and areas needs to be cleaned regularly as per the procedure described in SOP-VC-NPR-003.

SOP #	VC-NPR-002	TITLE: Cleaning of Physical Plant	Effective:	11/01/17
Revision #	02		Status:	APPROVED
Superseded By:	Manav Shah		Total Pages:	05

- k. Once the area is being cleaned by designated employee or janitorial assistant, its activity shall be checked by quality personnel or respective department head.
- l. General Cleaning Logbook (Appendix-A) shall be reviewed and maintained by QA Dept. for all routine cleaning activities as described below and records are kept on file for future references for five (5) years.
 - Restroom Cleaning Log (Men's, Women's, Warehouse)
 - Break-room Cleaning Log
 - Office Cleaning Log
 - Lab Cleaning Log
 - Warehouse Cleaning Log
 - Production Cleaning Log – General
 - Production Cleaning Log – Production Rooms
 - Ground Maintenance Cleaning Log

6. Attachment:

Appendix-A: General Cleaning Log

7. Archiving SOP:

All original documents are to be archived by QA & controlled copies are to be submitted to concerned departments.

8. Revision History:

Rev. No.	Revision Details	Reference/CCF No.	Effective Date:
00	New Procedure	N/A	11/15/12
01	To Comply NSF Guidelines, Cleaning Log added (j).	13/PR/021	09/30/13
01	Periodic Review	SOP # VC-GEN-001	06/22/16
02	Description for cleaning of Ground Maintenance added (j).	17/QA/047	11/01/17
02	Periodic Review	SOP # VC-GEN-001	11/01/19
02	Periodic Review	SOP # VC-GEN-001	11/01/21

9. APPENDIX:

SOP #	VC-NPR-002	TITLE:	Effective:	11/01/17
Revision #	02	Cleaning of Physical Plant	Status:	APPROVED
Superseded By:	Manav Shah		Total Pages:	05

h. Laboratory Area:

- The laboratory is to be cleaned regularly and all trash must be removed at the end of the day.
- The floors are to be mopped and cleaned with disinfectant solution of Lysol® cleanser and Clorox® bleach diluted in warm water as per label claim, every day.
- All furniture and table tops shall be de-dusted and wiped, using a clean cloth soaked with cleaning and/or disinfecting agents regularly.
- Any spillage and/or breakage of glassware must be cleaned up immediately.

i. Washrooms & Toilet Areas:

- Washroom including floor and walls must be washed down using warm water & detergents regularly.
- Washroom floor is to be mopped with disinfectant solution of Lysol® cleanser and Clorox® bleach diluted in warm water as per label claims at the end of each day, thoroughly or whenever required.
- Toilet areas including sinks and toilet bowls must be cleaned thoroughly with cleaning brush by using disinfecting agents.
- Floor of the toilet areas is to be mopped with disinfectant solution of Lysol and Clorox diluted in warm water as per label claim, every morning.
- Ensure to have enough supplies, such as toilet tissues, hand soap, hand paper towels, etc.

SAFETY NOTE: While performing cleaning functions, particularly, mopping of the floor; please keep the sign of wet floor in place so as to avoid accident.

j. Ground Maintenance:

- General cleaning of the Ground Maintenance around the building ground and wall is performed every week and shall check for following items, but not limited to:
 - Check and clean any garbage or debris
 - Check and repair any cracks or damages
 - Check proper position and intact of external rodent traps
 - Check and repair rain water drainage pipe for proper position, intact and proper cover
 - Check and clean any over spillage from external garbage/waste containers
 - Check and clean any storage of broken wood pallets
 - Check and report any unusual activities



VitaCare Pharma

ORIGINAL

SOP #	VC-NPR-002	TITLE:	Effective:	11/01/17
Revision #	02	Cleaning of Physical Plant	Status:	APPROVED
Superseded By:	Manav Shah		Total Pages:	05

APPENDIX-A: -

GENERAL CLEANING LOG

LOCATION: _____

DATE	CLEANING DESCRIPTION	DONE BY	CHECKED BY	REMARKS/ OBSERVATION