1. **ABBREVIATIONS:**

**CSCF:** Compound Sanitation Cleaning Form

**FCP-** Facility Cleaning Procedure

**QC:** Quality Control

**SOP:** Standard Operating Procedure

1. **PURPOSE:**

The purpose of this SOP is to carry out sequence of facility cleaning of manufacturing plant or compound sanitation to provide good working area to protect the quality and integrity of the products & materials handled in the facility.

1. **SCOPE**:

This SOP shall be implemented in ……………… facility excluding processing area that include compound of the facility where offices and car parking facility provided.

1. **DEFINITIONS**

**Facility Cleaning** is the removing of solid and liquid wastes or unwanted material from the facility or compound of the factory.

1. **RESPONSIBILITY:**

Assigned cleaners to the facility cleaning should follow the procedure and QC head should follow and ensure its implementation.

1. **PREVENTIVE MATERIALS**: Plastic glove, plastic shoe, hair net and dust mask are the necessary protective device during the cleaning of compound sanitation.
2. **PROCEDURE**:
   1. **Steps Cleaning**

Shall be conducted as described below

1. Check if the small dirt garbage are in place
2. Collect all solid and unwanted materials from the compound and unload it in the small container (dustbin)
3. All solid dust should be segregated by their type (plastic, glass, and carton) for the proper disposal, (recycle and dumping).
4. Keep clean and dry all dust bins in the facility.
5. Make sure that no liquid waste or stagnant of water found in the facility
6. All liquid waste within the facility should dispose in closed pipe drainage system.
7. Closed pips for liquid disposal should have inspection pit or manhole after inadequate distance.
8. Recycle materials shall be segregate and handle in separate container and transport to next step by reprocess made company.
9. Ensure the removal of all unwanted materials implemented and fill weekly form CSCF 001 that approved accomplishment of compound sanitation performed.
10. Ensure parking, and other designated area in the facility properly used to their main purpose.

**CLEANING AND SANITATION PROGRAMME**

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| **S.No.** | **ACTIVITIES** | **FREQUENCY** | **PROCEDURE** |
| 1 | Removal of solid waste in small dirt garbage | Daily | By collecting small garbage container (dustbin). |
| 2 | Unload small dirt garbage in to big garbage collector tank | Daily | By collecting in to big garbage collector container |
| 3 | Removal of recycle materials | Every week | By transporting a car |
| 4 |  |  |  |
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1. **TRAINING**

All cleaning operators will be trained on this procedure Quality Control Technical Manager. And the training records will be kept in Plant Managers office.

1. **CORRECTIVE ACTION**

When the facility cleaning inspection report and an internal audit report shows any non-conformance the quality control and production department technical mangers together should take corrective action as per corrective action program.

1. **RECORDS**

The facility cleaning form or checklist records should be kept in quality control department managers’ office for a minimum of one year.

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| **Revision** | **Reason for Revision** | **Compiled by** | **Reviewed by** | **Effective Date** |
| 0 | Initial Release |  |  |  |