



TYPE: Operating Procedure  
SUBJECT: Quality  
CODIFICATION: SOP-001

**DISCLAIMER:**

This document is only provided to aid in the development of similar protocols for other organisations to use for the manufacture of Prusa face shields during the COVID-19 pandemic. This document has been authored for use only in the Cisco Reading face shield production process. Please use this as an overview to develop your own protocol.

This document has been developed with voluntary guidance from manufacturing professionals, it has however been developed in an extraordinarily short period of time and is not complete to a level that meets professional manufacturing standards. This document is supplied without warranty, no liability can therefore be accepted.

**PROCEDURE FOR CLEANING OF MATERIALS IN THE PRODUCTION UNIT**

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Date of Approved	Date of application	Date of document review

**Versions history**

Document version	Date	Type of modification
1.0	2020	First Version
2.0	2020	Updates to enable external document release.

Document number		Page 2 out of 4
SOP 001	PROCEDURE FOR CLEANING OF MATERIALS IN THE PRODUCTION UNIT	

## 1 **AIM (objective or purpose)**

The purpose of this document is to describe the procedure that must be followed to clean materials which will be reused within the face shield manufacturing process.

## 2 **SCOPE**

This procedure applies to the cleaning of all materials and equipment which are used within the process that are intended to be used again for a later batch or campaign of this face shield manufacturing process.

This SOP is authored to be used during the COVID-19 pandemic to provide critical supplies to individuals working without professionally manufactured PPE.

## 3 **OUT of SCOPE**

This SOP is not suitable for use outside of the COVID-19 pandemic. This SOP is provided without warranty and is provided on an as-is basis as a 'best we can do given the circumstances' compromise.

## 4 **RESPONSIBILITIES**

It is the responsibility of all volunteers that may perform cleaning of materials within the clean room of the production unit to have read and understood this document. It is the responsibility of the project leadership to ensure that all volunteers that perform cleaning of materials within the clean room of the production unit have read and understood this document.

## 5 **RELATED DOCUMENTATION**

<RISK ASSESSMENT>

<TRAINING SESSION PPT>

SOP-002 Procedure for flow of personnel in the manufacturing unit

SOP-003 Procedure for flow and processing of materials in the manufacturing unit

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## 6 ABBREVIATIONS

**HPW:** High Purity Water (can be substituted with fresh, clean drinking water)

## 7 MATERIALS AND REAGENTS

- *Wide spectrum biocidal disinfectant (for example “Presept” Effervescent Disinfection Tablets)*
- HPW

## 8 OPERATING PROCEDURE

### Process Overview

1. Materials which may be reused within the process, such as tools require cleaning between batches. This procedure describes the cleaning required for materials which come into contact with process materials.
2. Cleaning takes place within the cleaning room of the production unit. The cleaning room must provide a sink, a cleaned and disinfected drying rack and access to HPW water.
3. Due to the risk of contamination, ensure you wear full PPE (coverall, clogs, face mask, eye protection and gloves) when carrying out cleaning as detailed in SOP002. See SOP002 for details for putting on and taking off PPE etc.
4. Ensure you follow the relevant risk assessments for working within the cleaning room and for working with the cleaning materials required (see Section 5).

### Cleaning Materials (Non-Microbiological Contact)

1. Materials must be cleaned by carrying out the following actions;
  - 1.1. *Place the material intended to be cleaned in the basin of the sink in the cleaning room*
  - 1.2. *Soak the material with a solution of Presept Effervescent Disinfection Tablets diluted with HPW to the manufacturers specified concentration*
  - 1.3. *Rinse the material with HPW using the water line by the sink*
  - 1.4. *Transfer the material to a drying rack or shelf*
    - 1.4.1. *Allow the material to dry*
  - 1.5. *Rinse the basin with plenty of HPW to remove any residues*

### Transferring Materials from the Cleaning Room

1. The cleaning room is not an open storage area
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2. Once a material has been allowed to thoroughly dry it must be transferred to one of the following areas;
    - 2.1. *If the material will be used within that working day or shift then transfer it to the room where it will be used by following the appropriate cleaning in/out procedures*
    - 2.2. *If the material will not be used within that working day or shift then transfer it back to the designated storage area following the appropriate SOP for flow of materials through the room*
  3. If you are the last user of the cleaning room within a working day then it is your responsibility to ensure that all materials have been stored appropriately by following step 2 for all materials present
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