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|-------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------|-------------------------|
| <br><b>SHAKAMBHARI GROUP</b><br>#SteelWithin |                    | <b>SHAKAMBHARI ISPAT &amp; POWER LTD.</b><br>(Formerly known as Ess Dee Aluminium Ltd.) |                         |
| <b>STANDARD OPERATING PROCEDURE</b>                                                                                           |                    |                                                                                         |                         |
| <b>Title:</b> Cleaning & Sanitization of Plant                                                                                |                    |                                                                                         | <b>Page No.</b> 1 of 3  |
| <b>SOP No.</b>                                                                                                                | <b>Version No.</b> | <b>Effective Date</b>                                                                   | <b>Next review date</b> |
| SIPL/QAS/021                                                                                                                  | 00                 | 07.07.2026                                                                              | 06.07.2028              |

**1.0 PURPOSE**

- 1.1 To describe the procedure for cleaning of the manufacturing areas and the other locations within the manufacturing plant.

**2.0 SCOPE**

- 2.1 This SOP applies to all the manufacturing areas including other locations within the manufacturing plant.

**3.0 REFERENCE(S) & ATTACHMENTS****3.1 References**

- 3.1.1 In-house

**3.2 Attachments**

- 3.2.1 Attachment-I : Cleaning Record - SIPL/QAS/021/F01/00  
3.2.2 Attachment-II : Rodent Box Inspection Record - SIPL/QAS/021/F02/00  
3.2.3 Attachment-III : Fly Catcher Inspection Record - SIPL/QAS/021/F03/00  
3.2.4 Attachment-IV : Cleaning Record Wash Room - SIPL/QAS/021/F04/00  
3.2.5 Attachment-V : Cleaning Schedule - SIPL/QAS/021/F05/00

**4.0 RESPONSIBILITY****4.1 Department Person**

- 4.1.1 To carry out the cleaning as per the procedure defined.

**4.2 Department Head**

- 4.2.1 To ensure the cleaning of the respective area.

**4.3 QA Head**

- 4.3.1 To check the work done.

**5.0 DISTRIBUTION**

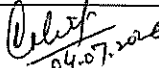
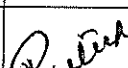
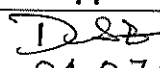
- 5.1 Quality Control  
5.2 Production  
5.3 Warehouse  
5.4 Admin & HR

**6.0 DEFINITION(S) & ABBREVIATION(S)****6.1 Definitions**

- 6.1.1 Nil

**6.2 Abbreviations**

- 6.2.1 Nil

|                                                                                                   |                                                                                                |                                                                                                     |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Prepared By:</b>                                                                               | <b>Checked By:</b>                                                                             | <b>Approved By:</b>                                                                                 |
| <br>04.07.2026 |  04.07.2026 | <br>04.07.2026 |

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| <b>STANDARD OPERATING PROCEDURE</b>                                                                                       |                                                                                         |                       |                         |
| <b>Title:</b> Cleaning & Sanitization of Plant                                                                            |                                                                                         |                       | <b>Page No.</b> 2 of 3  |
| <b>SOP No.</b>                                                                                                            | <b>Version No.</b>                                                                      | <b>Effective Date</b> | <b>Next review date</b> |
| SIPL/QAS/021                                                                                                              | 00                                                                                      | 07.07.2026            | 06.07.2028              |

## 7.0 PROCEDURE

### 7.1 General Cleaning

#### 7.1.1 Cleaning Agent & Disinfectant

| Sr. No. | Agents          | Type           | Concentration | Applicable objects                                                                                                                                                                        |
|---------|-----------------|----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Colin           | Cleaning Agent | Use as it is  | Glasses, Electric Fixtures etc.                                                                                                                                                           |
| 2.      | Lizol           | Cleaning Agent | 1.0 %v/v      | Basins, Toilets, Urinals etc.                                                                                                                                                             |
| 3.      | Dettol / Savlon | Disinfectant   | 1.0 %v/v      | Floors, Panels, Walls, Ceilings, Covings, Doors (Door Panel, Hinges, Kick Plates, Door Closures, Door Handles, Door Frames), SS Strike Plates, SS Plates, Glasses, Electric Fixtures etc. |

#### 7.1.2 Direction for Dilution

7.1.2.1 For 1 %v/v: Take 100 ml of concentrated solution and add water in order to make 10 lit of diluted solution.

#### 7.1.3 Cleaning Accessories

7.1.3.1 Following are the cleaning accessories which shall be used: Mop, Sponge, Buckets & Mugs, Beakers, Dustbins, Floor Duster, and cotton clothes.

#### 7.1.4 Cleaning Schedule

##### 7.1.4.1 Daily Cleaning

7.1.4.1.1 Clean the floors, windows and door handles using appropriate cleaning agent & disinfectant in appropriate dilutions (refer Table A, Cleaning Agent & Disinfectants) & mop dry. Complete the Daily Cleaning Log.

7.1.4.1.2 Change the disinfectant after cleaning.

7.1.4.1.3 Empty the dustbins.

##### 7.1.4.2 Fortnightly Cleaning (every 15 days)

7.1.4.2.1 Clean the ceilings; walls, panels & covings; bins; doors (door panel, hinges, kick plates, door closures, door frames); chairs; change-room cabinets; and all stands, using appropriate cleaning agent & disinfectant in appropriate dilutions (refer Table A, Cleaning Agent & Disinfectants) & mop dry. Complete the Cleaning Log.

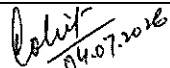
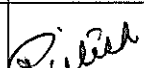
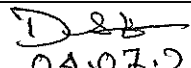
7.1.4.2.2 Change the disinfectant after cleaning.

7.1.4.2.3 If the operation area is in "IN PROCESS" status, then the fortnightly cleaning & sanitization shall be done after the activity is finished.

7.2 General cleaning is carried out by housekeeping workers for the entire facility.

7.3 Fly-catchers shall be cleaned on a weekly basis and records are maintained.

7.4 The Department Head shall supervise the cleaning operations carried out and shall certify the cleaning in the specified formats for their areas.

|                                                                                     |                                                                                                |                                                                                                  |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Prepared By:</b>                                                                 | <b>Checked By:</b>                                                                             | <b>Approved By:</b>                                                                              |
|  |  04.07.2026 |  04.07.2026 |

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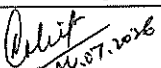
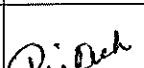
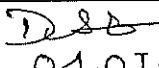
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| STANDARD OPERATING PROCEDURE                                                                                              |                                                                              |                |                  |
| Title: Cleaning & Sanitization of Plant                                                                                   |                                                                              |                | Page No. 3 of 3  |
| SOP No.                                                                                                                   | Version No.                                                                  | Effective Date | Next review date |
| SIPL/QAS/021                                                                                                              | 00                                                                           | 07.07.2026     | 06.07.2028       |

- 7.5 The Administration Supervisor shall also monitor the cleaning outside the manufacturing plant and ensure that the same is done satisfactorily. He shall also consult with QA regarding the cleaning efficacy, adequacy and appropriateness.
- 7.6 QA shall periodically cross-check the cleaning operations in each area.
- 7.7 Cleaning frequencies are pre-defined and are reviewed periodically to evaluate the cleaning efficiency.
- 7.8 **Disposal of Disinfectant Solution:** Cleaning operation shall be done as per the above table, and after cleaning (mop-dry) using the appropriate solution, the disinfectant solution shall be discarded in the drainage out of the company premises.
- 7.9 **Fogging:** The fogging technique shall be performed monthly for killing insects, mosquitoes & flies, and shall be performed around the plant, not in the manufacturing / process area.
- 7.10 **Water Testing:** Drinking water testing shall be performed on a yearly basis, to ensure the quality of drinking water used in the plant.

## 8.0 REVISION HISTORY

|                              |    |                |            |        |    |
|------------------------------|----|----------------|------------|--------|----|
| Revision No.                 | 00 | Effective Date | 07.07.2026 | CC No. | NA |
| Details of revision: New SOP |    |                |            |        |    |

|                                                                                                   |                                                                                                   |                                                                                                     |
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| Prepared By:                                                                                      | Checked By:                                                                                       | Approved By:                                                                                        |
| <br>04.07.2026 | <br>04.07.2026 | <br>04.07.2026 |