

Central Sterile & Supply Department
PT. B.D.SHARMA PGIMS ROHTAK

SOP No.: *CSSD/SOP/09*

Issue Date:

Review Before:

Title: SOP FOR RECEIVING AND ISSUING.

OBJECTIVES:

To lay down a procedure for Receiving and Issuing of articles.

SCOPE:

This procedure is applicable for Receiving and Issuing of articles from CSSD, PGIMS, Rohtak.

RESPONSIBILITY:

Assistant Supervisor, CSSD Attendants, Bearers.

PROCEDURE:

1. Receiving of instruments and gloves is from instrument receiving window and gloves receiving window in morning up to 9:00 AM daily in morning. Every received tray is entered in receiving register.
2. Issue Slip of gloves tray and instrument tray is given to the concern deptt. after receiving of trays respectively.
3. Other articles i.e. packets, drums and trays are receive on the trolleys at the unsterile area at receiving site of CSSD. Whole received articles are entered in register and then carry these articles to sterilization section in different trolleys for sterilization.
4. After process of sterilization whole articles are stored in sterile store after checking the indicators to confirm the sterilization cycle.
5. Gloves and instrument trays are issued through issuing window to respective departments by taking the issue slip.
6. Articles from departments are issued from issuing window after taking sign on register.
7. Record of every received and issued article is maintained.

	Prepared By	Checked & Approved by	Authorized By
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