



SOP 2 - Assembly and Hygiene

SOP Number	SOP-02
Title	Assembly and Hygiene Procedure
Location	Secure Production Room - Clubclass
Responsible	Quality Director (oversight), Team Members (assembly)

Purpose

To ensure that Comfort Kits are assembled in a hygienic, consistent and controlled manner, ensuring that every kit meets Dr Sunshine's quality and safety standards.

Scope

This SOP applies to all Comfort Kit assembly and packing activities carried out in the secure production room.

Procedure

1. Assembly Environment

Assembly takes place only in the designated secure room at Clubclass.
Access to the production room is limited to authorised team members involved in the assembly process.

2. Hygiene Measures

Before beginning assembly, team members must:

- Wash hands thoroughly
- Wear protective gloves during the assembly process

A clean and organised surface is prepared before any items are placed for assembly.

3. Assembly Process

A standardised assembly checklist is used to ensure:

- All required items are included in the kit
- Items are arranged neatly and consistently
- The box and contents are clean and presentable

4. Kit Identification

Each Comfort Kit is assigned a unique identifier consisting of:

- Batch number
- Kit number

This identifier is recorded and written on the kit label to support traceability.

Quality Control Check

QC 3 - Assembly & Hygiene Control

The assembly process is carried out using standard procedures.

Outcome - Each kit is assembled consistently and hygienically.

QC 4 - Kit Verification & Final Approval

Each completed kit is checked before distribution.

Outcome - The Quality Director signs off each kit before it is approved.

Final Approval

The Quality Director reviews each completed kit and confirms:

- Completeness of contents
- Cleanliness and hygiene standards
- Proper presentation

Only kits that meet these standards are approved for distribution.

Record Keeping

- Kit numbers and assembly checks are recorded by the Quality Director.
- Records are maintained as part of the Comfort Kit traceability and audit trail system.

Approved by Giuseppe Ciliberti - Quality Director

Date 5th January 2026