



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Operation And Cleaning of Material Lift	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a Procedure for Operation and Cleaning of Material Lift.

**2.0 SCOPE:**

This SOP is applicable in Warehouse.

**3.0 RESPONSIBILITY:**

Officer/Executive Warehouse

**4.0 ACCOUNTABILITY:**

Head Warehouse

**5.0 ABBREVIATIONS:**

IPA            Isopropyl Alcohol  
WH            Warehouse  
SOP           Standard Operating Procedure

**6.0 PROCEDURE:**

**6.1 OPERATION:**

- 6.1.1 Check the function of lift for proper working.
- 6.1.2 Open the channel gate and load the materials in the lift on pellets as per carrying capacity.
- 6.1.3 Close the channel gate.
- 6.1.4 Press key designated for required floor number and the lift shall start moving up and /or down.
- 6.1.5 When the lift is reached at the designated floor.
- 6.1.6 The operator shall open the channel gate.
- 6.1.7 Take out the materials and transfer to respective area.

**6.2 CLEANING :**

- 6.2.1 Ensure that the mains switch is "OFF" during the cleaning time.



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

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**6.2.2** Collect dust using soft nylon broom.

**6.2.3** Clean the lift with dry clean cloth & Record the details of cleaning in **Annexure - I**.

### 7.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Material Lift Cleaning Record	

**ENCLOSURE:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No.01                      Quality Assurance
- Controlled Copy No.02                      Warehouse
- Master Copy                                      Quality Assurance

### 9.0 REFERENCES:

Not Applicable

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

