



STANDARD OPERATING PROCEDURE

TITLE: Operation & Cleaning of Garment Dryer

SOP No.:		Department :	HR	
		Effective Date :		
Revision No.:		Revision Date :		
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1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Garment Dryer.

2.0 SCOPE:

This Procedure is applicable for Operation & Cleaning of Garment Dryer (Make: **Soni Systems**) in Linen Room at

3.0 RESPONSIBILITY:

Officer / Executive – Housekeeping

4.0 ACCOUNTABILITY:

Head – HR

5.0 ABBREVIATIONS:

Ltd. Limited
SOP Standard Operating procedure
QA Quality Assurance
No. Number

6.0 PROCEDURE:

- 6.1 Before loading the garments inside the chamber of Dryer ensure that electric supply of Dryer is switched 'OFF'.
- 6.2 Open the door of Dryer manually & put the washed garments 25 sets (including Cap, Upper & Lower) inside the chamber of Dryer.
- 6.3 There are Four Programs provided to dry the garments. Now operate the Dryer by selecting the Program1 from operating panel provided on Dryer as shown in below Figure:





PHARMA DEVILS

HR DEPARTMENT

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6.4 To start the drying cycle press Start Button.

6.5 Run the drying cycle for 15 minutes by selecting the desired program & pressing the desired key. Drying time & drying temperature can be increased or decreased by pressing the Upward & Downward keys provided on Operating panel of machine.

6.6 After completion of drying cycle start the Cooling cycle for 15 minutes by selecting the desired program & pressing the desired key.

6.7 Now open the door of dryer & unload the dried garments from it.

6.8 Clean the outer surface of Dryer by mopping pad at the End of Shift.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Operation and Cleaning Record of Garment Dryer	

8.0 DISTRIBUTION:

- Controlled Copy No.01 Head HR
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		

