



STANDARD OPERATING PROCEDURE

TITLE: Operation and Cleaning of garment Washing machine with Hydro

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

To lay down a Procedure for Operation and Cleaning of Garment Washing Machine with Hydro.

2.0 SCOPE:

This Procedure is applicable for Operation and Cleaning of Garment Washing Machine with Hydro (Make: XSonni Systems) in Linen Room at General Block of

3.0 RESPONSIBILITY:

Officer / Executive – Housekeeping

4.0 ACCOUNTABILITY:

Head – HR

5.0 ABBREVIATIONS:

HR	Human Resources
ID No.	Identification Number
Ltd.	Limited
ml	Milliliter
No.	Number
QA	Quality Assurance
SOP	Standard Operating procedure

6.0 PROCEDURE:

6.1 Operation of Garment Washing Machine:

6.1.1 Before loading the garments inside the chamber.

6.1.2 Open the machine & fill the washing machine chamber with Purified Water.

6.1.3 Add 200 ml Teepol by using measuring cylinder.

6.1.4 Put 60 to 70 sets of garment (including Cap, Upper & Lower) inside the chamber of washing machine.

6.1.5 Start the machine by pressing Green color button provided on electric panel.

6.1.6 Run the washing cycle for 60 minutes.

6.1.7 Stop the garment washing cycle by pressing the button provided on electric panel.

6.1.8 Stop the washing machine by pressing Red color button provided on electric panel and drain the water by opening the drain valve of washing machine.



PHARMA DEVILS

HR DEPARTMENT

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6.1.9 Open the lid of garment washing machine & unload the garments.

6.2 Cleaning of Garment Washing Machine:

6.2.1 Switched OFF the electrical supply of garment washing machine and disconnect electrical supply from the electrical panel.

6.2.2 Clean the internal & outer surface of machine thoroughly by Dry mop pad at the End of Shift.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Operation & Cleaning Record of Garment Washing Machine	

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

