



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

Title: Cleaning & Operation of Vacuum Cleaner

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| SOP No. | | Revision No. | |
| Effective Date | | Supersedes No. | |
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1.0 OBJECTIVE:

To lay down a procedure for cleaning & operation of Vacuum Cleaner.

2.0 SCOPE:

This procedure is applicable to cleaning & operation of Vacuum Cleaner.

3.0 RESPONSIBILITY:

Stores -Officer, Stores Executive.

Head Stores

4.0 PROCEDURE:

4.1 Cleaning of Vacuum Cleaner:

Frequency - Once in shift.

4.1.1 Ensure that power supply is "Off".

4.1.2 Detach the plug from the socket.

4.1.3 Affix "TO BE CLEANED LABEL" Wrap the vacuum cleaner with cleaned polythene bag then transfer the vacuum cleaner to washing area.

4.1.4 Dismantle the hosepipe and nozzle from the container of vacuum cleaner.

4.1.5 Unclamp the top lid (with motor assembly) from the container.

4.1.6 Collect the dust from the container in polythene bag, disperse it into water and destroy it into the ETP.

4.1.7 Clean the container from inside and outside with 1% v/v Teepol solution and rinse with purified water. Dry the container using a clean dry cloth.

4.1.8 Remove the filter bag, put it in a double poly bag and close it. Transfer the bag to filter cleaning area for cleaning.

4.1.9 Clean the hosepipe and nozzle by running purified water until it is seen visually clean from outside and inside.

4.1.10 After cleaning, keep the pipe and nozzle in an inverted position so as to drain the excess water.

4.1.11 Wipe the vacuum cleaner top lid & wire by using wet mop and then dry with a dry clean cloth.

4.1.12 Assemble the filter bag to the container with the help of clamps provided for this purpose.



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4.1.13 Fix the hose pipe and nozzle to the container of the vacuum cleaner.

4.1.14 Wrap the vacuum cleaner with cleaned polythene bag after cleaning and affix the status label as "CLEANED"

4.1.15 Record the activity in "Vacuum cleaner cleaning record" as per Annexure-I.

4.2 Operation of Vacuum Cleaner:

4.2.1 Bring the vacuum cleaner to the site of work, where cleaning is necessary.

4.2.2 Remove the polythene bag and fix the plug to the socket of main electric supply available near by area.

4.2.3 Switch "ON" the mains from electrical panel.

4.2.4 Start the vacuum cleaner.

4.2.5 Place the open mouth of the nozzle at the point from where dust is to be cleaned.

4.2.6 Check visually the cleanliness of the area.

4.2.7 After the dust is removed, stop the vacuum cleaner.

4.2.8 Switch "OFF" the mains and disconnect the plug from the socket.

5.0 ANNEXURE (S):

Annexure-I: Vacuum Cleaner Cleaning Record

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) /DEFINITION (S) :

ETP : Effluent Treatment Plant

STR : Store



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REVISION CARD

| S.No. | REVISION No. | REVISION DATE | DETAILS OF REVISION | REASON (S) FOR REVISION | REFERENCE CHANGE CONTROL No. |
|-------|--------------|---------------|---------------------|-------------------------|------------------------------|
| 1 | 00 | -- | -- | NEW SOP | -- |

