



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Garment Washing Machine	<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 the procedure for Cleaning of Garment Washing Machine.

**2.0 SCOPE:**

This SOP is applicable to Cleaning of Garment Washing Machine of Production Area at .....

**3.0 RESPONSIBILITY:**

Operator/Officer/Executive – Production

**4.0 ACCOUNTABILITY:**

Head – Production

**5.0 DEFINITIONS:**

Not Applicable

**6.0 PROCEDURE:**

**6.1** The cleaning is done after the day's work is over or whenever necessary.

**6.2** Clean the outer surface of machine by wiping lint free cloth dipped in purified water.

**6.3 CLEANING OF DETERGENT DISPENSER:**

**6.3.1** Remove the detergent dispenser from the top of machine by pressing on the area marked on Siphon.

**6.3.2** Clean the detergent residues.

**6.3.3** Wash the detergent dispenser with purified water.

**6.3.4** Clean the dispenser housing before interesting the dispenser to its place.

**6.4 CLEANING OF SIPHON:**

**6.4.1** Clean the siphon after every 30-40 washing cycles with purified water.

**6.4.2** Pull out the siphon by holding its edges.

**6.4.3** To prevent clogging, the softner residues thoroughly.

**6.4.4** After cleaning and before any operation make sure that siphon fits into its place properly.



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Garment Washing Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**6.5 CLEANING OF WATER INTAKE FILTER**

- 6.5.1 Filters should be cleaned after every 30-40 washing cycles with purified water.
- 6.5.2 To clean the filter, first turn off the tap.
- 6.5.3 Disconnect the house and clean the filter with thin brush.
- 6.5.4 If the filter is very dirty, then filter should be clean by pulling out with pliers.
- 6.5.5 To clean the filter at the tap side of the house, pull it out by hand and clean the filter under the tap with purified water.

**6.6 CLEANING OF THE DRUM**

- 6.6.1 Clean the drum with purified water.
- 6.6.2 Do not clean the drum with scratching elements.

**6.7 CLEANING OF THE PUMP FILTER**

- 6.7.1 Remove the plug from switch board.
- 6.7.2 Open the filter cover by pushing on the marked area.
- 6.7.3 Before taking out filter, drain the water by means of pump drain house.
- 6.7.4 Take out the pump drain hose from its place.
- 6.7.5 Take a proper holder to drain the water inside and then open the pump drain hose plug.
- 6.7.6 When all water is discharged, insert the plug into the pump hose again and replace the pump drain hose its place.
- 6.7.7 Open the filter while turning it anti-clockwise.
- 6.7.8 Drain the left water on to the filter cover. If there are any residual parts inside the filter, take them out and clean the filter with purified water before replacing it.
- 6.7.9 Place the filter while turning it clockwise.
- 6.7.10 Close the filter cover by pushing on the marked area again.
- 6.7.11 Record the details of cleaning in Equipment Log as per **FORMAT**.

**7.0 ABBREVIATION:**

SOP	Standard Operating Procedure
WFI	Water for Injection
Ltd.	Limited



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Production

**SOP No.:**

**Title:** Cleaning of Garment Washing Machine

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

No.	Number
QA	Quality Assurance
PD	Production Department

### 8.0 ANNEXURES:

Not Applicable

### 9.0 DISTRIBUTION:

- Controlled Copy No.1                      Production Department
- Master Copy                                      Quality Assurance Department

### 10.0 REFERENCE:

Equipment Log SOP.

### 11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		