



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Operation & Cleaning of Battery Operated Stacker in Stores Area

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 3

1.0 OBJECTIVE:

To lay down a procedure for Operation & Cleaning of Battery Operated stacker in stores Area.

2.0 SCOPE:

This SOP is applicable for Cleaning, Operation & charging of Battery Operated stacker in stores Area.

3.0 RESPONSIBILITY:

Operator, Officer, Executive - Stores,
Head Stores.

4.0 PROCEDURE:

4.1 Cleaning of Stacker in Stores Area:

4.1.1 By using a clean, dry lint free duster wipe out all the surface of stacker.

4.1.2 Roll the stacker wheel on wet duster, so that wheel gets cleaned.

4.2 Before putting stacker in operation first check:

4.2.1 Check the break, horn and safety button is in working condition.

4.2.2 Check that there is enough hydraulic oil in system by lifting the carriage to its top position, if not inform to engineering department immediately.

4.2.3 Check that the batteries are fully charged and that the acid level is correct in each cell.

4.3 Operation of the stacker:

Note: Only authorized persons can operate the stacker.

4.3.1 Always wear a safety shoes and helmet before the operation of stacker.

4.3.2 Pull out the red emergency power cut-off switch to ON.

4.3.3 Insert the keys in lock and turn the key switch ON.

4.3.4 Pull down the tiller arm to driving position until to hear click sound, which indicates that the main contractor has been connected.

4.3.5 Turn the toggle switch clockwise for forward driving and anticlockwise for reverse driving.

4.3.6 When the toggle switch moved from neutral position, you will hear a click, which indicates the electro-magnetic parking brake being released.



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SOP No.	Revision No.
Effective Date	Supersedes No.
Review Date	Page No.
	2 of 3

4.3.7 Push the Up arrow push button to lift the load fork and push the down arrow push button to lower the load fork.

4.3.8 Use the Horn button when viewing angle is not clear and whenever necessary.

4.3.9 The tiller arm having safety reverse buttons which secure the operator against being squeezed between the tiller arm and a wall, a rack, or any other obstacles.

4.3.10 In Battery indicator the green light in the field indicates remaining energy level in the battery, Double red flash in the field indicates 75% battery discharge and single red flash signals 80% battery discharge.

Note: In battery indicator single red flash signals observed do not operate the stacker. Immediately connect with charger for charging.

4.3.11 Always use folding platform to operate the stacker.

4.3.12 Press the red emergency power cut-off switch down to stop the working of stacker.

4.4 Caution! :

4.4.1 Don't drive the stacker on wet and oily surface.

4.4.2 Don't drive the Unloaded stacker by lifting the fork up.

4.4.3 Watch for the Swing clearance when turning near walls, racks, pillars or other obstacles.

4.4.4 Don't exceed the rated capacity of the vehicles as marked on the nameplate as per supplier/manufacturer.

4.5 Charging of Stacker batteries:

4.5.1 Connect the charger only to the stacker's battery charging connector.

4.5.2 Connect the charger plug to the AC mains socket and switch on the AC power.

4.5.3 In the charger, switch on the power using the "POWER ON" switch.

4.5.4 Ensure that the LED's against "AC ON", "DC ON" and "CHARGING STATUS" are growing.

4.5.5 When charging begins, the charging current will display in the amps LED's.

4.5.6 When the battery is 100% charged the charging Red LED glows and the charging automatically stops.

4.5.7 Disconnect the stacker battery from the charger, before disconnecting, switch OFF the power switch.



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Effective Date		Supersedes No.	
Review Date		Page No.	3 of 3

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S) :

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

7.0 ABBREVIATION (S) /DEFINITION (S) :

STR: Store

REVISION CARD

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