



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Operation and 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 a procedure for Operation and Cleaning of Garment Washing Machine.

### 2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Garment Washing Machine in Microbiology Lab of Quality Control Department.

### 3.0 RESPONSIBILITY:

Officer / Executive – QC.

### 4.0 ACCOUNTABILITY:

Head – QC

### 5.0 ABBREVIATIONS:

Ltd.	Limited
LAF	Laminar Air Flow
Min.	Minutes
Nos.	Numbers
Pvt.	Private
QA	Quality Assurance
SLS	Sodium Lauryl Sulphate
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

#### 6.1 OPERATION:

**6.1.1** Ensure cleanliness of Machine & Surroundings.

**6.1.2** Open the valve of Soft water.

**6.1.3** Switch “ON” the electric supply from main panel.

**6.1.4** Press the power button to turn power on.

**6.1.5** Add the detergent 0.2 % sodium Lauryl sulfate (SLS) through detergent charging port (Approx 8.0 liter water to be used for washing).

**6.1.6** Open the lid and load the garment as per load pattern into the washing tub and close the lid.

**6.1.7** Press the program button to select the program (Quick 30) and the start the cycle for 30 Minutes in Auto Mode.



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- 6.1.8** Automatically washing cycle will run & then drying (Super Dry) the cloths cycle will run.
- 6.1.9** After completion of garments drying cycle, Washed garments shall be inspected physically for any damage of garments like garments retained the colour, no damage and holes, complete dryness and the easy movement of zips.
- 6.1.10** 'End' message is displayed, then Switch "OFF" the Electrical supply of the Washing machine. Open the door & Collect the dried Garment from the machine.
- 6.1.11** Place all the washed & dried garments on SS table provided in Garment washing room.
- 6.1.12** Make set of garment– Boiler suit, Booties, Head Gear, Put into the lint free cloth bag for Sterilization.
- 6.1.13** Record the operation details in "Operation and Cleaning Record of Garment Washing Machine" as per Format shown in Annexure-I.

**6.1.14 Load Pattern :**

S.No.	LOAD PATTERN	Qty.
1.	Boiler Suit	05 Nos.
	Head Gear	05 Nos.
	Bag	05 Nos.
2.	Booties	10 Nos. (05 Pairs)
3.	Lint Free Moping Pad	05 Nos.

**6.2 CLEANING:**

- 6.2.1** Switch "OFF" the Machine.
- 6.2.2** Clean inner & outer surface of washing machine with Lint Free Cloth.
- 6.2.3** Mop inner surface as well as external surface with 70% IPA.
- 6.2.4** Wash the surface with sufficient quantity of Purified Water.
- 6.2.5** Mop the inner and outer surface with Dry Lint Free Cloth.
- 6.2.6** Record the cleaning details in "Operation and Cleaning Record of Garment Washing Machine" as per Format shown in Annexure-I.

**7.0 ANNEXURES:**

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



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**ENCLOSURES:** SOP Training Record.

**8.0 DISTRIBUTION:**

- Controlled Copy No.01                      Quality Assurance
- Controlled Copy No.02                      Microbiology
- Master Copy                                      Quality Assurance

**9.0 REFERENCES:**

Machine Manual

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Change Control No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>

