



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Operation, Cleaning and Maintenance of Vacuum Cleaner	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for the Operation, Cleaning and Maintenance of Vacuum Cleaner.

2.0 SCOPE:

This SOP is applicable for the Operation, Cleaning and Maintenance of Vacuum Cleaner used in warehouse.

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse

4.0 ACCOUNTABILITY:

Head – Warehouse

5.0 ABBREVIATIONS:

Ltd. Limited
Pvt Private
SOP Standard Operating Procedure
WH Warehouse

6.0 PROCEDURE:

DEFINITION: A Vacuum Cleaner is a device that uses an air pump to create a partial vacuum to suck up dust and dirt, usually from floors, and optionally from other surfaces as well. The dirt is collected by a dust bag, for later disposal.

6.1 OPERATION:

- 6.1.1** Before operating the Vacuum Cleaner ensure that it is free from dust, both inside & outside.
- 6.1.2** Ensure that all the parts of the Vacuum Cleaner are intact and fixed properly.
- 6.1.3** Ensure that the dust collector bag is intact and there is no sign of wear and tear.
- 6.1.4** In case the dust collector bag is not intact and have signs of wear and tear, replace it Immediately.
- 6.1.5** Check and confirm that the electrical cable is in good condition, if not so, immediately inform to the warehouse in charge and engineering department, for corrective action.

NOTE: *Never use the Vacuum Cleaner to collect any kind of spilled liquid / Solvent.*

- 6.1.6** Insert the main connection plug of Vacuum Cleaner to the Electrical Socket.
- 6.1.7** Switch 'ON' the Mains.
- 6.1.8** Switch 'ON' the Vacuum Cleaner, Using the 'ON / OFF' Switch, provided on the Vacuum



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Cleaner.

6.1.9 The motor of the Vacuum Cleaner gets started and is ready for use.

6.1.10 Handle the Vacuum Cleaner with care.

6.1.11 Point the mouth of the Sucking Unit towards the area from where dust / dirt are to be collected.

6.1.12 Rotate the mouth of the sucking unit smoothly on the affected area to ensure complete dust Collection.

6.1.13 After the dust collection is complete, stop the vacuum cleaner, by switching 'OFF', using the "ON / OFF" switch of Vacuum Cleaner.

6.1.14 Switch 'OFF' the Mains and take out the Plug from the Electrical Socket.

6.2 CLEANING:

6.2.1 After the dust collection activity is over, shift the Vacuum Cleaner to the "Equipment Washing Area".

6.2.2 Push the button to open the dust collection unit of the Vacuum Cleaner.

6.2.3 Remove the dust collector bag and the dust sucking unit.

6.2.4 Using a soft Nylon Brush remove the dust from the dust collector bag and collect the dust in a Polythene Bag.

6.2.5 Ensure proper de-dusting of the dust collector bag.

6.2.6 Re-assemble the Vacuum Cleaner for further usage.

6.2.7 This cleaning procedure, using Nylon Brush, shall be performed after each usage or as and when required.

6.2.8 Transfer the polythene bag to the waste disposal area.

6.2.9 The dust collector bag shall be cleaned using plenty of running water once in a Week.

6.2.10 Verify (Visually) that the dust collector bag is properly cleaned and no dust particles are left.

6.2.11 Remove the absorbed water from the dust collector bag, by gentle squeezing.



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6.2.12 Allow the dust collector bag to dry under ambient conditions.

6.2.13 Place the clean and dry dust collector bag in a clean Polythene bag.

6.2.14 Close the Polythene bag and affix a status label as “**Cleaned Dust Collector Bag**”.

6.2.15 While the cleaned bag is drying, another cleaned and dried dust collector bag shall be used for dust collection activity.

6.2.16 Clean the main body of Vacuum Cleaner from inside and outside, first with dry duster and then with wet duster, and finally again with dry duster.

6.2.17 Maintain the usage and cleaning record of Vacuum Cleaner, As per **Annexure-I**.

6.3 CLEANING FREQUENCY:

6.3.1 Using Nylon Brush: After each usage or as and when required.

6.3.2 With Water: Weekly or Depending on the usage.

6.4 MAINTENANCE:

6.4.1 If the Vacuum Cleaner is not functioning properly, immediately inform the engineering department for the corrective action.

6.5 PRECAUTIONS:

6.5.1 Do not leave the vacuum cleaner plugged when not in use. Keeping it unplugged from the Power plug will help prevent accidents.

6.5.2 It is also important to unplug the appliance before connecting or disconnecting the vacuum hose.

6.5.3 Vacuum cleaners are not intended for use on wet surfaces, so it is important not to use them on these areas to reduce the risk of electric shock.

6.5.4 Keep electrical cords/wires from getting damaged. Do not pull or carry the vacuum cleaner by cord nor use it as a handle. To unplug properly, do not pull cord. Instead, grasp the plug, not the cord. Keep cord away from sharp edges or corners.

6.5.5 Keep airflow opening protected from clogging. Airflow openings should be free of dust, lint, hair or anything that may reduce airflow. Avoid putting objects into airflow openings.



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Remember to keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.

- 6.5.6** Do not pick up toxic, flammable or combustible materials or use in the presence of explosive liquids or vapors.
- 6.5.7** Do not use in an enclosed space where explosion can happen easily. Keep away from other explosive vapors like gas, paint thinners, etc.
- 6.5.8** Do not pick up hard or sharp objects such as glass, nails, screws, coins, etc.
- 6.5.9** Always store vacuum cleaner in a cool, dry area.

7.0 REFERENCES:
Not Applicable.

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Vacuum Cleaner Usage & Cleaning Record	

ENCLOSURES: SOP Training Record.

9.0 DISTRIBUTION:

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By

