



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|------------------------|
| Department: Personnel and Administration | SOP No.: |
| Title: Washing of Garments | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

1.0 OBJECTIVE

The objective of this SOP is to describe the procedure for washing of garments in

2.0 SCOPE:

This SOP is applicable for washing of garments inin laundry area of

3.0 RESPONSIBILITY:

3.1 Concerned Operator shall be Responsible for collecting, checking, washing and folding the garments used in respective area according to this procedure.

3.2 Asstt. Officer /House Keeping Supervisor or designee Responsible for assuring the work is done as per procedure without deviation and request to the stores to issue new garment in place of any damaged garment.

4.0 ACCOUNTABILITY:

Head - Human Resources

5.0 PROCEDURE:

5.1 General conditions / Precautions.

- 5.1.1 Collect used garment in SS bin from respective area.
- 5.1.2 Put the lid over the S.S container.
- 5.1.3 Take the container to the Laundry area.
- 5.1.4 Separate cap, upper apron, lower apron, boiler suit.
- 5.1.5 Wash cap, upper apron, lower apron, boiler suit separately in the washing machine.
- 5.1.6 Add 5 spoons of detergent in washing machine.
- 5.1.7 If required add Dettol in washing machine.
- 5.1.8 Add required quantity of water in the washing machine.
- 5.1.9 Add 20 to 30 pices of garment (As per requirement) in the washing machine.
- 5.1.10 Operate the washing machine as per SOP.
- 5.1.11 Switch on the main power supply and main control board (MCB) supply.
- 5.1.12 Select normal washing cycle from the program of washing machine.



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- 5.1.13 Start the operation of the washing machine.
- 5.1.14 Washing machine will automatically start washing as per select programmed.
- 5.1.15 After completion of washing cycle take PLC displays 'Cycle End'.
- 5.1.16 Press unlock door. Take out washed and dried cloth from machine and put them in clean area.
- 5.1.17 Examine freshly washed garments for foreign matter such as dust, dirt, stains or any damage.
Discard any defective piece of garment and send them for rewash.
- 5.1.18 Then press irons each and every washed garment.
- 5.1.19 Then send the washed garment in the respective area through closed poly bag.
- 5.1.20 Record the garments washing and sterilization in Annexure – 1.

6.0 ANNEXURES:

Annexure – I: Format for garments cleaning record

7.0 References (S)

In House

8.0 Glossary

SOP: Standard Operating procedure

