



**Title:** Cleaning of Water Tank or Sumps

**SOP No.:**

**Revision No.:**

00

**Effective Date:**

**Supersedes No.**

Nil

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## 1.0 OBJECTIVE

1.1 To lay down the Procedure for of Cleaning of Water Tanks and Sumps.

## 2.0 SCOPE

2.1 This SOP is applicable for Water Tanks and Sumps.

## 3.0 RESPONSIBILITY

3.1 Technical Assistant-Engineering-To follow the Procedure.

3.2 Executive-Engineering-Comply the SOP.

## 4.0 ACCOUNTABILITY

4.1 Head - Engineering

## 5.0 PROCEDURE

### 5.1 PRECAUTION

5.1.1 A person standing outside the tank shall supervise cleaning activity.

### 5.2 TOOLS AND EQUIPMENT

5.2.1 Bucket, mug, ladder, lint free mop and nylon scrubber.

### 5.3 OPERATION

5.3.1 Close the inlet valve of the water sump and overhead tank as applicable.

5.3.2 Close the outlet valve.

5.3.3 Remove water in the tank with the help of water pump. Visually ensure that the tank is empty.

5.3.4 Enter into the tank through manhole using ladder.

5.3.5 Scrub the tank inner walls and floor surface with scrubber.

5.3.6 Take the potable water to clean the tank walls.

5.3.7 Clean the walls and floor with fresh water.

5.3.8 After rinsing the inner surface of the tank with the fresh water twice, remove remaining water by using lint free mop.

5.3.9 After completion of cleaning open the inlet valve and fill the water.

5.3.10 Open the outlet valve.

5.3.11 Enter the cleaning details in the 'Tanks Cleaning Record' Register.

**5.4 FREQUENCY:** Frequency of Cleaning is Once in a month.



# PHARMA DEVILS

ENGINEERING DEPARTMENT

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## 6.0 ABBREVIATIONS

6.1 SOP-Standard Operating Procedure.

## 7.0 ANNEXURES

7.1 Annexure-I Water Tanks/Sumps Cleaning Record.





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## ANNEXURE II

<b>CLEANING STATUS LABLE</b>	
<b>LOCATION</b>	
<b>CLEANED ON</b>	
<b>DUE ON</b>	
<b>DONE BY</b>	
<b>CHECKED BY</b>	
<b>Format No:</b>	