



## STANDARD OPERATING PROCEDURE

**Title:** Operation and Cleaning of Garment Washing Machine

<b>SOP No.:</b>		<b>Department:</b>	Production
		<b>Effective Date:</b>	
<b>Revision No.:</b>	00	<b>Revision Date:</b>	
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	1 of 5

### 1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Garment Washing Machine.

### 2.0 SCOPE:

This SOP is applicable for Cleaning of Garment and operation and cleaning of garment washing machine in Production Department.

### 3.0 RESPONSIBILITY:

Operating Person – Production.

### 4.0 ACCOUNTABILITY:

Head – Production

### 5.0 ABBREVIATIONS:

LAF	Laminar Air Flow
Ltd.	Limited
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 & Surrounding area.

**6.1.2** Use 0.2% Non ionic SLS soap solution for washing of garments.

**6.1.3** Weigh the required quantity of SLS by using the weighing balance record shall be maintained as per SOP. The required quantity of SLS to make 0.2 % solution is as below section wise.

S.No.	Section	Washing Machine Make	Water Capacity	Required Qty. of SLS
1	DPI		8 L	16 gm
2	Three Piece		12 L	24 gm
3	Ampoule		8 L	16 gm
4	FFS		7 L	14 gm
5	Three Piece		8 L	16 gm

**6.1.4** Dispense the weighed quantity of soap (0.2% Non ionic SLS soap solution) in the machine through soap charging port.

**6.1.5** Open the door and load the Garments as per given load pattern per cycle.



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### Load Pattern (Minimum)

S.No.	LOAD PATTERN	Qty.
1.	Boiler Suit	05 Nos.
	Head Gear	05 Nos.
	Bag	05 Nos.
2.	Booties	10 Nos. (05 Pair)
3.	Moping pad	10 Nos.
4.	Upper	05 nos.
	Lower	05 Nos.
	Cap	05 Nos.
	Bag	05 Nos.
	Inner booties	10 Nos. (05 Pair)

### Load Pattern (Maximum)

S.No.	LOAD PATTERN	Qty.
1.	Boiler Suit	05 Nos.
	Head Gear	05 Nos.
	Bag	05 Nos.
2.	Booties	20 Nos. (10 Pair)
3.	Moping pad	10 Nos.
4.	Upper	10 nos.
	Lower	10 Nos.
	Cap	10 Nos.
	Bag	10 Nos.
	Inner booties	20 Nos.(10 pair)

**6.1.6** After loading the garments close the door.

**6.1.7** Open the valve of purified water.

**6.1.8** Switch "ON" the electric supply from main panel.

### **6.1.9 Operating Procedure for LG Garments Washing Machine:**

**6.1.9.1** Switch "ON" the Washing machine.

**6.1.9.2** Select the option "QWICK WASH" by pressing the "Program" button.

**6.1.9.3** Select the 42 min cycle by pressing the "Wash" button.

**6.1.9.4** For LG washing machine located at FFS line, rotate the Knob to the required program as "Quick wash" for 30 min.

**6.1.9.5** After pressing Start button, machine will start.

**6.1.9.6** Start the machine for washing of cloths as per selected cycle.



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**6.1.9.7** Automatically washing cycle will run & then drying (Super Dry) the cloths cycle will run.

**6.1.9.8** 'End' message is displayed, then Switch "OFF" the Electrical supply of the Washing machine.

**6.1.10 Operating Procedure for LG Garments Washing Machine Installed in three piece Q-block:**

**6.1.10.1** Switch "ON" the Washing machine.

**6.1.10.2** Select the option "QWICK WASH" by pressing the "Program" button.

**6.1.10.3** Select the 30 min. cycle by pressing the "Wash" button.

**6.1.10.4** After pressing Start button, machine will start.

**6.1.10.5** Start the machine for washing of cloths as per selected cycle.

**6.1.10.6** Automatically washing cycle will run & then drying (Super Dry) the cloths cycle will run.

**6.1.10.7** 'End' message is displayed, then Switch "OFF" the Electrical supply of the Washing machine.

**6.1.11 Operating Procedure for IFB Garments Washing Machine:**

**6.1.11.1** Switch "ON" the Washing machine.

**6.1.11.2** Rotate the knob to the required program as "ADDITIVES" for 15 min. in auto mode for IFB make washing machine.

**6.1.11.3** Now press the "START" option on machine.

**6.1.11.4** Now machine start the washing of cloths as per selected cycle.

**6.1.11.5** Automatically washing cycle will run & then drying cloths cycle will run.

**6.1.11.6** After completion of cycle switch off the machine.

**6.1.12** Open the door & Collect the dried Garment from the machine.

**6.1.13** Place all the washed & dried garments under LAF.

**6.1.14** Make set of garment– (secondary garment) Boiler suit, Booties, Head Gear, (primary garment) inner, Lower, Inner Booties and cap put into the lint free cloth bag for Sterilization.

**6.2 Cleaning:**

**6.2.1** Switch "ON" the Machine.

**6.2.2** Collect the Purified Water in the Washing Chamber.

**6.2.3** Clean inner & outer surface of washing machine with Lint Free Cloth.

**6.2.4** Mop inner surface as well as external surface with 0.2% Non-ionic SLS soap solution (except electrical & electronic parts).



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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**6.2.5** Wash the surface with sufficient quantity of Purified Water.

**6.2.6** Mop the inner and outer surface with Dry Lint Free Cloth.

**6.2.7** 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	

**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

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

### 9.0 REFERENCES:

Machine Manual

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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

