



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## 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 4     |  |

### 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 Production Department of Ampoule section.

### 3.0 RESPONSIBILITY:

Officer / Executive – Production.

### 4.0 ACCOUNTABILITY:

Head – Production

### 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** Charge the correct amount of soap (0.2% Non ionic SLS soap solution) in the machine through soap charging port.

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



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### Load Pattern

| S.No. | NAME OF LOAD PATTERN | DESCRIPTION                                 |
|-------|----------------------|---|
| 1.    | Load-I               | (Boiler suit, Head Gear & Bags) 05 Nos.     |
| 2.    | Load-II              | (Booties-10 Pair) 20 Nos.                   |
| 3.    | Load-III             | Lint free Duster (Mopping pad) 10 Nos.      |
| 4.    | Load-IV              | (Inner, Lower, Cap) 20 Nos. Booties-20 pair |

6.1.4 After loading the garments close the door.

6.1.5 Open the valve of purified water.

6.1.6 Switch "ON" the electric supply from main panel.

### 6.1.7 Operating procedure for LG garments washing machine:

6.1.7.1 Switch "ON" the Washing machine.

6.1.7.2 Rotate the knob to the required program as "QUICK 30" for 30 min. in auto mode for LG make washing machine.

6.1.7.3 Press "Enter" button to start the washing cum drying cycle.

6.1.7.4 After pressing "Enter" button, machine will start.

6.1.7.5 Now machine start the washing cum drying of cloths as per selected cycle.

6.1.7.6 After completion of 30 min. cycle, alarm beeping will start.

6.1.7.7 Wait for 2-3 min. after alarm then open the door and unload the washed & dried garments.

6.1.7.8 Now repeat the washing cycle till all Garments are being washed.

### 6.2 CLEANING:

6.2.1 Switch "OFF" the Machine.

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

6.2.3 Wash the surface with sufficient quantity of Purified Water.

6.2.4 Clean outer surface of washing machine with Lint Free Cloth.

6.2.5 Collect the Purified Water in the Washing Chamber.

6.2.6 Switch "ON" the Machine.

6.2.7 Rotate the knob to the required program as "RINSE & SPIN" for 15 min. in auto mode for cleaning of inner surface of washing machine.

6.2.8 Mop the inner surface with Dry Lint Free Cloth.



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**6.2.9** 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 |
|--------------|--------------------|--------------------|-------------------|----------------|------------|
|              |                    |                    |                   |                |            |

