



**PHARMA DEVILS**

**SOP FOR CLEANING AND OPERATION OF STACKER**

**SOP No.:**

**1.0 OBJECTIVE**

To lay down the procedure for Cleaning & operation of stacker.

**2.0 SCOPE**

This SOP is applicable for all stacker.

**3.0 RESPONSIBILITY**

Store Executive shall be responsible for implementing the SOP.

**4.0 PROCEDURE**

- 4.1. Ensure that the fork of the stacker is at the bottom position else bringing the fork at the bottom position by pressing the hand lever.
- 4.2. Push the stacker under the S.S. Pallet.
- 4.3. Balance the S.S.Pallet by positioning the Stacker correctly.
- 4.4. Lift the stacker fork by pulling the hand lever of the pallet truck frequently so that the S.S.Pallet is rest on the stacker fork.
- 4.5. Move the Stacker along with the S.S.Pallet at the desire location/area.
- 4.6. Press the hand lever to release the fork to the normal position.
- 4.7. Pull back the Stacker and ensure that S.S.Pallet is at the desire location/area.
- 4.8. After job done, park the stacker in white colour demarcated area.
- 4.9. Clean the stacker by dry cloth on daily basis
- 4.10. Once in a month, It shall be sent to maint. Deptt. for oiling & greasing.

**5.0 SAFETY AND PRECAUTIONS:**

- 5.1 Keep stacker height below the warehouse gate while stacker is in motion.
- 5.2 Use safety helmet during operation of stacker.

**6.0 REVISION HISTORY:**

Revision No	Reason for revision	Superseded from and date
00	New SOP	

**7.0 REFERENCES:**

Not applicable



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**8.0 ABBREVIATIONS:**

SOP : Standard operating procedure

S.S : Stainless steel

Maint. : Maintenance

Deptt. : Department

**9.0 ANNEXURE;**

Not applicable