



**PHARMA DEVILS**

**SOP FOR CLEANING AND OPERATION OF PALLETS TROLLEYS**

**SOP No.:**

**1.0 OBJECTIVE:**

To lay down procedure for cleaning and operation of pallet trolley.

**2.0 SCOPE:**

This standard operating procedure (SOP) is applicable to pallets trolley in PM & RM Store at manufacturing plant located at Nalagarh.

Equipment ID no.	.....
Location	RM Store

Equipment ID No	.....
Location	PM Store

**3.0 RESPONSIBILITY:**

Store Executive & supervisor shall be responsible for implementing the SOP for the cleaning and operation of pallets trolley

**4.0 PROCEDURE;**

**4.1 Procedure for cleaning**

- 4.1.1 Clean the trolley with clean and dry duster followed by wet mopping.
- 4.1.2 Clean the wheels with the dry duster.

**4.2. Procedure for operation**

- 4.2.1 Slowly push the trolley under pallet.
- 4.2.2 Pump the handle up and down to lift the pallets.
- 4.2.3 Ensure balanced load on the trolley so that nothing shall slip out of the pallet.
- 4.2.4 Move the trolley to its required destination at normal walking speed.
- 4.2.5 Handle the trolley carefully with slow and steady movements.
- 4.2.6 Take care of walls and the door while moving trolleys.
- 4.2.7 Slowly release the hydraulic pressure by pressing hydraulic pressure release Lever.



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**5.0 SAFETY AND PRECAUTIONS:**

- 5.1 Do not run with trolleys.
- 5.2 Do not use the trolley if there is any leakage from the oil seal of the trolley.
- 5.3 Avoid jumping of pallets while releasing the pressure.

**6.0 REVISION HISTORY:**

<b>Revision No.</b>	<b>Reason for Revision</b>	<b>Superseded from &amp; date</b>
00	New SOP	

**7.0 REFERENCES:**

Not applicable

**8.0 ABBREVIATIONS:**

SOP: Standard operating procedure

**9.0 ANNEXURES:**

Not applicable