



# PHARMA DEVILS

## ENGINEERING DEPARTMENT

### STANDARD OPERATING PROCEDURE

**Department:** Engineering

**SOP No.:**

**Title:** External Cleaning of Utility Requirement

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

#### 1.0 Revision History

Rev. No.	Details of changes	Reason for change
00	NIL	NEW SOP

#### 2.0 Objective

The Objective of this SOP is to describe the procedure for external cleaning of utility equipment.

#### 3.0 Scope

This SOP is to describe the procedure for external cleaning of utility equipment.

#### 4.0 Responsibility

**4.1** The Plant Operator shall be:

**4.1.1** Responsible for external cleaning of utility equipment.

**4.1.2** Responsible to maintain the cleaning record.

**4.2** The Engineer shall be:

**4.2.1** Responsible for assurance of proper cleaning.

#### 5.0 Accountability

Head –Engineering Services



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> External Cleaning of Utility Requirement	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 6.0 PROCEDURE:

- 6.1 Switch 'Off' the power supply of equipment of which cleaning to done.
- 6.2 Remove fuses and put 'Under Maintenance' board on main switch and on equipment.
- 6.3 Clean the equipment with clean duster.
- 6.4 Keep the used duster in polybag.
- 6.5 After cleaning the equipment, put fuses.
- 6.6 Switch 'On' the mains and remove 'Under Maintenance' board.
- 6.7 Maintain the record of equipment cleaning. (Annexure-1).

### 6.8 FREQUENCY:

- 6.8.1 All Utility equipment is to be cleaned once in a week.

### 7.0 ANNEXURE

Annexure-I : External Cleaning Record of Equipment.

### 8.0 REFERENCES (S)

NIL

### 9.0 GLOSSARY

SOP : Standard Operating procedure

No : Number



# PHARMA DEVILS

## ENGINEERING DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> External Cleaning of Utility Requirement	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### ANNEXURE-I

#### External Cleaning Record of Equipment

AREA: \_\_\_\_\_

MONTH: \_\_\_\_\_

S.No.	Equipment Code	Equipment	Equipment Cleaning done by	Next due	Done by

FORMAT NO

<b>CHECKED BY:</b> (ENGINEER)	<b>VERIFIED BY:</b> (CONCERNED DEPARTMENT)
----------------------------------	---

**FREQUENCY:** ALL UTILITY EQUIPMENT TO BE CLEANED ONCE IN A WEEK.

**CAUTION:** BEFORE CARRYING OUT UTILITY EQUIPMENT CLEANING, SWITCH 'OFF' THE UTILITY EQUIPMENT AND DISPLAY THE 'UNDER MAINTENANCE' BOARD.