



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Operation of Man/Material Lift	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down the procedure for the operation of Man/Material Movement Lift.

2.0 SCOPE

This standard operating procedure (SOP) is applicable for the operation of Man/Material Movement Lift.

3.0 RESPONSIBILITY.

Engineering Manager

4.0 PROCEDURE

- 4.1 Open the Telescopic doors by pressing the push button from the operating panel for easy movement of materials.
- 4.2 Switch on the light of lift by toggle switch. Given on the operating panel.
- 4.3 Switch on the fan if required.
- 4.4 Adjust the lift level by using the up and down inching push button before loading or unloading.
- 4.5 Load the materials and equipment in the lift chamber.
- 4.6 Close Telescopic doors properly and press the push button for required floor i.e. (-1, 0, 1)
- 4.7 Open the lift door and unload materials or equipment form the lift.
- 4.8 Use the bell push alarm if lift fails in between operation.
- 4.9 Switch off the light and fan before exit the lift.
- 4.10 Close the doors properly.

5.0 SAFETY AND PRECAUTIONS:

- 5.1 Do not put weight more than 2000 Kg.

6.0 REVISION HISTORY

Revision No.	Reason for Revision	Superseded from & date
00	New	-----

7.0 REFERENCES

Operational Manual of Lift.

8.0 ABBREVIATIONS

SOP: Standard Operating Procedure.



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9.0 ANNEXURE

N/A