



SOP for Cleaning and Operation of Lift

1.0 OBJECTIVE:

1.1 To lay down a procedure for cleaning and operation of lift.

2.0 SCOPE:

2.1 This procedure is applicable to cleaning and operation of lift used in production.

3.0 RESPONSIBILITY:

3.1 Technical Associate : Operation of lift

3.2 Officer/ Executive Production : Supervision of cleaning and operation

3.3 Head Production : SOP Compliance

3.4 Officer/ Executive Utility : Preventive maintenance, Breakdown handling

3.5 Head Utility : SOP compliance and Smooth Working

3.6 Personal and Administration : Cleaning of lift

4.0 DEFINITION (S):

4.1 NA

5.0 PROCEDURE:

5.1 Daily Cleaning

5.1.1 Ensure that there should not be any of the materials in lift (RM/Packing Material/FG / Pallets).

5.1.2 Clean the ceiling, walls, floor and doors of the lift with dry lint free cloth to remove any dust particle.

5.1.3 Clean the ceiling, walls floor and doors with moist lint free duster to remove any adhere spot/dust, finally wipe out the lift with dry lint free cloth.

5.1.4 After cleaning, mop the lift with disinfectant solution as per (Preparation of cleaning and sanitization solution in manufacturing area).

5.2 Weekly Cleaning

5.2.1 Clean the area under the lift by using the broom to remove any dust.

5.2.2 After this disinfect the area with disinfectant solution as per (Preparation of cleaning and sanitization solution in manufacturing area).

5.3 Safety Precaution

5.3.1 The interlocks are provided on the outer doors, until unless the doors get closed the lift will not operate.

5.3.2 Before starting weekly cleaning send the lift at first floor and switch off the main of lift.



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5.4 Operation

- 5.4.1 Press the ▼ ▲ buttons to call the lift at designated floor.
- 5.4.2 Open the both outer doors and then open the sliding doors of lift.
- 5.4.3 Put the RM / Packing material /FG /Empty pallets in the lift with the help of hydraulic trolley.
- 5.4.4 Close the sliding doors after then close the outer doors one by one.
- 5.4.5 Press the ▼ ▲ buttons to call the lift at designated floor.
- 5.4.6 Open the both outer doors and then open the sliding doors of lift.
- 5.4.7 Pull out the material with help of hydraulic trolley.
- 5.4.8 Close the sliding doors of lift and then outer doors.

6.0 ABBREVIATION (S):

- 6.1 QA : Quality Assurance
- 6.2 SOP : Standard Operating Procedure
- 6.3 RM : Raw Material
- 6.4 FG : Finished Good
- 6.5 P & A : Personal and Administration

7.0 REFERENCE (S):

- 7.1 SOP: Preparation of cleaning and sanitization solution in manufacturing area.

8.0 ANNEXURE (S):

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Cleaning Record of Lift		Log Book

9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy (S)** : Production department (01), Quality Assurance (01), Utility (01) P & A (01)
- 9.3 **Reference copy (s)** : Production department (06)

10.0 REVISION HISTORY:

S.No.	Version No.	Change control No.	Reason (S) For revision	Details Of revision	Effective Date
01	00	NA	New SOP	New SOP	NA