



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Scrubber Machine (Roots Hakomatic E 430)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Vernacular SOP:** No

### 1.0 OBJECTIVE:

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

### 2.0 SCOPE:

2.1 This procedure is applicable to operation and cleaning of scrubber machine in production area.

### 3.0 RESPONSIBILITY:

3.1 House Keeping : Cleaning and Operation

3.2 Officer and Executive: Supervision for cleaning and operation

3.3 Head Production : SOP Compliance

### 4.0 DEFINITION(S):

4.1 NA

### 5.0 PROCEDURE:

#### 5.1 Cleaning:

5.1.1 Remove the dirty water and remaining sanitization solution from the machine tanks by opening the hose pipe provided and clean with purified water.

5.1.2 Use nylon scrubber dipped in 0.1 % teepol / SU120 solution to clean the machine tanks.

5.1.3 And finally clean the machine tanks with purified water.

5.1.4 Remove the scrubbing brush from bottom of machine and clean it with 0.1% teepol / SU120 solution using nylon brush. And finally rinse with purified water.

5.1.5 Dry the scrubbing brush with compressed air and fix it to the machine.

5.1.6 Clean the out surface of machine with help of wet cloth and dry it by using dry cloth.

5.1.7 Finally dry the machine with compressed air and transfer the machine to janitor room.

5.1.8 Clean the machine daily at the end of the working day.

#### 5.2 Operation:

5.2.1 Fill the machine tank with teepol / SU120 solution / purified water / sanitization solution as per the requirement.

5.2.2 Bring the scrubber machine for the site of work, where cleaning is necessary.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Scrubber Machine (Roots Hakomatic E 430)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

- 5.2.3 Fix the plug top to the socket of main electric supply available nearby area.
- 5.2.4 Put 'ON' the vacuum switch, then start the main motor switch of scrubbing brush.
- 5.2.5 Low the wiper with the handle towards left side.
- 5.2.6 Low down the brush to clean the floor with help of paddle provided at the bottom of the machine.
- 5.2.7 Turn the handle toward right side or left side to increase or decrease pressure on the brush respectively.
- 5.2.8 To control the flow of the solution from the tank, operate the handle provided at right side of the machine.
- 5.2.9 Prepare solution and clean the production area as per SOP, "Preparation of cleaning and sanitizing solution in manufacturing area." and "Cleaning of Production Area".
- 5.2.10 Check visually the cleanliness of the area.
- 5.2.11 After the cleaning, stop the scrubber machine.
- 5.2.12 Switch "OFF" the mains and remove the plug top from the socket.

### 6.0 ABBREVIATION(S):

- 6.1 SOP: Standard Operating Procedure

### 7.0 REFERENCE(S):

- 7.1 SOP: Preparation of cleaning and sanitizing solution in manufacturing area.
- 7.2 SOP: Cleaning of Production Area.

### 8.0 ANNEXURE (S):

- 8.1 Nil

### 9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled Copy (s):** Production department (02), P&A (01), QA department (01)
- 9.3 **Reference Copy (s):** Production department (02), P & A department (01)

### 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	NA	NA