

SOP Template: Manual and/or Mechanical Washing Process Steps

This SOP describes the **manual and mechanical washing process steps**, covering preparation, cleaning techniques, equipment operation, detergent selection and usage, rinsing procedures, drying methods, and post-wash inspection. The purpose is to ensure thorough cleanliness, maintain hygiene standards, and optimize washing efficiency in various industrial or commercial settings.

1. Purpose

To outline and standardize manual and mechanical washing procedures for equipment and utensils, ensuring effective cleaning and hygiene.

2. Scope

This SOP applies to all staff involved in washing activities in the facility, including manual and mechanical (machine-based) washing processes.

3. Responsibility

- Operators and cleaning staff: Adhere to washing procedures as outlined below.
- Supervisors: Monitor compliance and verify post-wash cleanliness.

4. Definitions

- **Manual Washing:** Cleaning performed by hand using brushes, cloths, or sponges.
- **Mechanical Washing:** Cleaning done by machines such as dishwashers or industrial washers.

5. Procedure

5.1 Preparation

1. Inspect items to be washed for damage or special cleaning requirements.
2. Remove large debris and pre-rinse items if necessary.
3. Assemble required cleaning materials (detergents, brushes, PPE, etc.).
4. Confirm machine readiness (if using mechanical process): check filters, rinse levels, and detergent levels.

5.2 Detergent Selection and Usage

1. Select detergents suitable for the type of soiling and material of items.
2. Prepare cleaning solution according to manufacturer recommendations (concentration, temperature).
3. Use only approved chemicals and avoid mixing incompatible agents.

5.3 Manual Washing Process

1. Fill sink/basin with prepared cleaning solution.
2. Scrub items thoroughly, paying attention to crevices and hard-to-reach areas.
3. Replace cleaning solution as needed if visibly soiled or after set intervals.

5.4 Mechanical Washing Process

1. Arrange items in the machine as per manufacturer's instructions, avoiding overcrowding.
2. Select appropriate cycle/set temperature per cleaning needs.
3. Start machine and monitor cycle progress.
4. Refill detergent and rinse aid if prompted by the machine.

5.5 Rinsing Procedure

1. Rinse items thoroughly with potable water (manual) or verify machine rinse cycle completion (mechanical).
2. Inspect for detergent residue; re-rinse if necessary.

5.6 Drying Methods

1. Air dry items on clean racks, avoiding stacking while wet.
2. For mechanical washing, ensure machine drying cycle is complete or use approved drying equipment.
3. Do not use cloth towels to dry unless single-use and lint-free.

5.7 Post-Wash Inspection

1. Visually inspect items for cleanliness, dryness, and absence of residues.
2. Rewash any items not meeting cleanliness standards.
3. Document cleaning completion as per facility protocol.

6. Documentation

- Complete cleaning logs and inspection checklists after each shift or cleaning session.
- Report and record any deviations or equipment malfunctions.

7. Safety & PPE

- Wear appropriate personal protective equipment: gloves, goggles, aprons as required.
- Handle chemicals according to material safety data sheets (MSDS).
- Report any injuries or chemical exposures immediately.

8. References

- Manufacturer's equipment manuals
- MSDS for cleaning chemicals
- Facility hygiene guidelines

9. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-20	Initial issue	