

SOP Template: Proper Loading of Dishwashing Machines

This SOP details the correct method for **proper loading of dishwashing machines**, covering the arrangement of dishes, utensils, and cookware to ensure effective cleaning and prevent damage. It includes guidelines on sorting items by type and size, positioning dishes to allow water and detergent circulation, avoiding overloading, and maintaining hygiene standards. Proper loading optimizes machine performance, reduces breakage, and promotes efficient cleaning cycles.

1. Purpose

To ensure all items are correctly loaded into the dishwashing machine for maximum cleaning efficiency, minimum breakage, and compliance with hygiene standards.

2. Scope

This procedure applies to all staff responsible for loading and operating dishwashing machines.

3. Responsibilities

- All dishwashing staff must follow this SOP for every cleaning cycle.
- Supervisors are to ensure compliance and provide training as necessary.

4. Procedure

- 1. Preparation:**
 - Scrape off excess food and debris from dishes, cookware, and utensils.
 - Pre-rinse items if required by your establishment.
 - Inspect items for non-dishwasher safe materials (e.g., wooden, delicate or labeled-handwash-only items) and remove them.
- 2. Sorting:**
 - Sort items by type (plates, bowls, glasses, utensils, cookware) and size.
 - Do not nest bowls or stack items that will block water flow.
- 3. Loading the Machine:**
 - Load plates and large items on the bottom rack, facing the center and angled downward.
 - Bowls and pots should be placed upside down to allow complete washing and drainage.
 - Glasses, cups, and smaller items go on the top rack, with enough space between each to avoid contact and breakage.
 - Cutlery should be placed in the designated basket, handles down for forks and spoons, and handles up for knives for safety (based on local safety policy).
 - Avoid loading big utensils or trays in ways that block spray arms or detergent dispensers.
- 4. Capacity & Efficiency:**
 - Do not overload. Leave enough space for water and detergent circulation between all items.
 - If items cannot be loaded without overlapping or touching, run multiple cycles rather than overloading.
- 5. Final Check:**
 - Visually inspect to ensure no items obstruct spray arms or detergent holders.
 - Confirm all racks are correctly inserted and slide smoothly.

5. Hygiene & Safety Considerations

- Wash hands before and after handling soiled dishes.
- Wear appropriate gloves and protective apparel as per workplace policy.
- Report damaged or malfunctioning dishwashing machines immediately.

6. Documentation

- Document any issues or unusual occurrences in the dishwashing logbook.
- Record training and periodic reviews of proper loading procedures.

