

SOP Template: Pre-cleaning and Removal of Visible Debris from Equipment

This SOP describes the process of **pre-cleaning and removal of visible debris from equipment**, ensuring all machinery and tools are free from dirt, dust, and other contaminants before the main cleaning. It includes steps for safely and effectively eliminating debris to maintain equipment performance, prevent contamination, and extend the lifespan of machinery in the workplace.

1. Purpose

To outline the steps required for the pre-cleaning and removal of visible debris from all equipment and machinery, ensuring a clean and safe working environment.

2. Scope

This procedure applies to all employees responsible for cleaning equipment, tools, and machinery in the facility.

3. Responsibilities

- **Operators:** Perform pre-cleaning and report damaged or heavily soiled equipment.
- **Supervisors:** Ensure proper training and adherence to the SOP.
- **Quality Assurance:** Monitor compliance and review procedures.

4. Materials Needed

- Personal Protective Equipment (PPE): gloves, goggles, masks as required
- Brushes (various sizes and stiffness)
- Cloths, wipes, and disposable towels
- Vacuum cleaner or compressed air (as applicable)
- Waste disposal bags/containers

5. Procedure

1. **Preparation**
 - Wear appropriate PPE before starting the pre-cleaning process.
 - Ensure all equipment is powered off and unplugged (if applicable) for safety.
2. **Initial Inspection**
 - Visually inspect the equipment for visible debris, dirt, or residues.
 - Assess areas that require special attention (corners, joints, crevices).
3. **Removal of Debris**
 - Use brushes and/or cloths to dislodge loose debris from surfaces and components.
 - Apply vacuum or compressed air where appropriate to remove dust and small particles.
 - Collect all dislodged debris using disposable towels or wipes.
4. **Disposal**
 - Place all collected debris in designated waste containers or bags.
5. **Review**
 - Conduct a final visual inspection to confirm removal of visible debris.
 - Report any damaged or excessively dirty equipment to the supervisor.
6. **Completion**
 - Remove PPE and dispose of or clean according to safety guidelines.
 - Document completion of the pre-cleaning process in the equipment cleaning log.

6. Documentation

| Date | Equipment ID | Operator Name | Pre-cleaning Complete | Supervisor Signature |
|------|--------------|---------------|-----------------------|----------------------|
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7. Safety Considerations

- Always wear required PPE.
- Ensure power to equipment is disconnected before cleaning.
- Do not use cleaning equipment incompatible with the machinery being cleaned.
- Report immediately any hazards or unsafe conditions observed.

8. Revision History

| Version | Date | Description of Change | Author |
|---------|------------|-----------------------------|--------|
| 1.0 | 2024-06-23 | Initial SOP template issued | |