

Cleaning and Shutdown SOP for Manufacturing Machines

1. Purpose

To establish a standardized procedure for the safe and effective cleaning and shutdown of manufacturing machines.

2. Scope

This procedure applies to all personnel responsible for operating, cleaning, and shutting down manufacturing equipment.

3. Responsibilities

- **Operators:** Perform cleaning and shutdown tasks as outlined.
- **Supervisors:** Ensure compliance and monitor procedure execution.
- **Maintenance:** Support in case of malfunctions or issues during the process.

4. Required Materials and Equipment

Item	Purpose
Clean cloths	Wiping surfaces and components
Approved cleaning solution	Remove residues and contaminants
Protective gloves	Operator hand protection
Lockout/tagout device	Ensuring energy isolation

5. Procedure

1. Ensure the machine is in idle mode and inform all relevant personnel.
2. Shut off the main power supply following standard lockout/tagout procedure.
3. Remove visible debris and waste from machine surfaces.
4. Apply the approved cleaning solution to surfaces and components as required.
5. Wipe all surfaces with clean cloths, focusing on areas prone to buildup.
6. Inspect critical points for cleanliness (conveyor belts, rollers, cutting tools, etc.).
7. Dispose of used cleaning materials according to waste procedures.
8. Complete the shutdown sequence as per the machine’s manual.
9. Fill in the cleaning and shutdown checklist and report any abnormalities.

6. Safety Precautions

- Wear required PPE during all steps.
- Do not use unauthorized cleaning agents.
- Ensure all energy sources are isolated before commencing cleaning.

7. Documentation

- Cleaning and Shutdown Checklist

- Incident Report (if applicable)