

 UGEE CHEMICALS	UGEE CHEMICALS HHC MSG SOP	SOP Standard Operating Procedure
A100 ENZYME REFILL OPERATIONS		
UCL/IBDMSG/CD/Q/04.0	Issuance Date: Revision Date:	As at Last Signature Maximum 2 years from Effective Date
	Effective Date	20 working days from the issuance date Page 1 of 6

PURPOSE:

- Describes the procedure for refilling enzyme hoppers of the Anubis A100 hoppers for the finished product mixing operation in the making section of dry laundry, basic troubleshooting hints and precautions to ensure the safety of humans and the equipment.

SCOPE:

- For the adequate, safe and consistent refilling of enzymes in Fabric and Home care making operation.

RESPONSIBILITY:

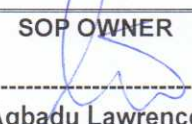
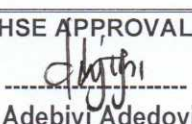
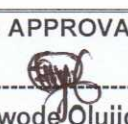
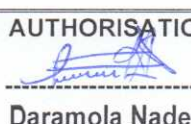
- **Enzyme refill operator (L24)/ backup:** Loads enzyme into the A100 and disposes empty cartons / boxes after use.
- **Admix operator & Backup:** Supervise Enzyme refill operator / Backup.

POTENTIAL RISK:

- Enzyme exposure
- RM spillage
- Back strain
- Fall under gravity
- Skin/Eye irritation
- Dust inhalation

PPE REQUIRED:

- Latex gloves
- Cotton gloves
- 3M7500 Mask
- Safety glasses
- Safety shoes

SOP OWNER  Agbadu Lawrence Date: 11/02/2022	HSE APPROVAL  Adebisi Adedoyin Date: 11/02/2022	QA APPROVAL  Alawode Oluji Date: 06/02/2022	AUTHORISATION  Daramola Nadeeb Date: 06/02/2022
--	--	---	--

- Rubber Enzyme gloves

PROCEDURE:

1. Operator check properly the label on the enzyme drum or carton to ascertain the right material to dispense.
2. Operator uses the Bar code scanner to scan the release label on the enzyme drum or carton to Automatically divert the top of the A100 cabinet to engage the appropriate enzyme hopper based on the visual controls attached on the A100 cabinet. **Wear rubber enzyme gloves and safety boot.**
3. Pull off the lid of the RM drum or open the enzyme box, untie the clip/or cut the nylon bag of the RM and place the drum / box of the material on the operator side of the A100 cabinet. **Lift with your leg by squatting to carry the drum. Do not bend while lifting to avoid back strain. Wear rubber enzyme gloves.**
4. At the Operators side of the A100 cabinet **using the Latex gloves provided**, place the RM drum/ box to the lips of the A100 door and discharge the enzyme. **Wear rubber enzyme gloves, safety glasses, safety boot and 3M 7500 Nose mask.**
5. Put back the discharged empty nylon bag into the RM drum and secure the drum with the lid / cover. **Wear rubber enzyme gloves, safety glasses and 3M 7500 Nose mask.**

Note:

- Check that the chosen compartment has sufficient space to take the full load of the drum to avoid material spilling onto the other compartments.

Definition

RM: Raw Material

CO: Carry Over

RMS #: Raw material Specification Number.

GRN: Good Receipt Note

REASON FOR UPDATE

VERSION 0: New SOP

End Of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Training & Qualification
Attachment 2 – Model Answers
Attachment 3 – Step-up card