**A 100-ENZYME REFILL OPERATION PROCEDURE**

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**UGEE CHEMICALS LIMITED**

Document No: UCL-QMS-MSG-SOP-01

Version No: 1.0

Effective Date: 30th March. 2025

Review Due Date: 29th March. 2027

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**1.0 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.

**2.0 SCOPE**

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

**3.0 TERMS & DEFINITIONS**

RM: Raw Material

CO: Carry Over

RMS #: Raw material Specification Number.

GRN: Good Receipt Note

**4.0 RESPONSIBILITY & AUTHORITY**

|  |  |  |
| --- | --- | --- |
| No. | Position | Description of Responsibility |
| 1. | **Enzyme refill operator (L24)/ backup** | Loads the enzyme into the A100 and disposes of empty cartons/boxes after use. |
| 2. | **Admix Operator & Backup** | Supervise Enzyme refill operator / Backup. |

5.0 **POTENTIAL RISK**

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

**6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED**

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

**7.0 DESCRIPTION OF ACTIVITIES**

**7.1 PROCEDURE:**

1. The operator checks the label on the enzyme drum or carton to ascertain the right material to dispense.
2. The operator uses the barcode 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 to the A100 cabinet. **Wear rubber enzyme gloves and safety boots.**
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 operator's 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 boots, and a 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.

8.0 **RELATED DOCUMENTS & RECORDS**

* Training & Qualification
* Model Answers

9.0 **REFERENCES & ATTACHMENTS**

Not Applicable.

**Appendix 1**

Not Applicable.

**Document History**

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| --- | --- | --- | --- |
| Date | Description of change | Reviewed by | Version No. |
| 30th Mar. 2025 | First issue of document. | Operations Manager | 1.0 |
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