

Prepare Point-of-Use Wash Supplies

PURPOSE

Prepare the correct Wash supplies without unnecessary fetching, dosing errors, stockouts, or unsafe handling.

BOUNDARY AND TRIGGER

Starts when a tagged load is selected and a washer is available.

Best current method

1

Confirm the load

Match the order and load tags; read any stated product or dosing requirement.
Normal condition: identity and instructions agree.

2

Inspect the supplies

Check the product label, container condition, location, and available quantity.
Normal condition: approved, legible, undamaged, correctly placed, and above the refill line.

3

Measure and add

Use the approved dosing instruction for the selected load; do not estimate by sight.
Quality check: correct product, correct load, correct dose.

4

Return and signal

Return each container to its labeled location; place the refill signal when stock reaches the line.
The operator sends the signal; the shift lead assigns replenishment.

5

Begin Wash and record abnormalities

Start only after setup checks pass; record missing stock, errors, leaks, or handling problems.
Setup ends when the load is ready for the automatic Wash cycle to begin.

Stop and escalate when

- the load identity or dosing instruction is unclear;
 - a container is missing, damaged, leaking, or mislabeled;
 - the placement creates an awkward reach or obstruction; or
 - a spill or other hazard appears.
- Keep the load identified and notify the shift lead. Follow the site's safety response.

Trial checks

- setup and retrieval time
 - dosing errors
 - stockouts and refill delays
 - handling or safety problems
- Revise with operators after review.

Example only: adapt product instructions, safety requirements, roles, and review dates to the actual workplace.