
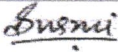
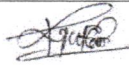
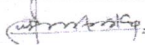
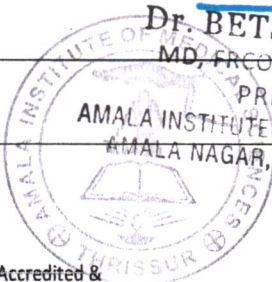


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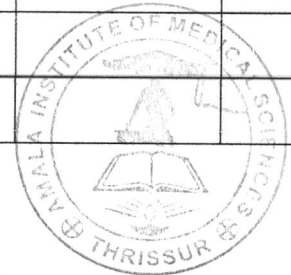
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<b>Revision No.</b>		<b>05</b>
<b>Revision Date</b>		<b>10/04/2025</b>
<b>Effective Till:</b>		<b>09/04/2026</b>
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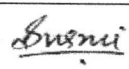
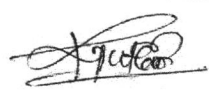
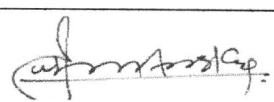
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**ADDENDUM**

Sl. No.	Section No. & Page No.	Details of the Addendum	Reasons	Signature of the preparatory authority	Signature of the approval authority
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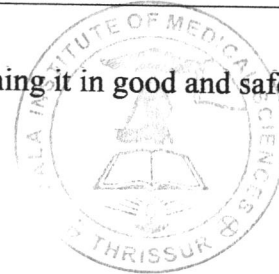
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In charge – Laundry Department	Director	Accreditation coordinator

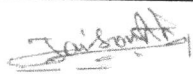
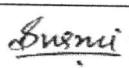
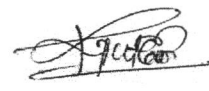

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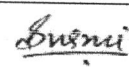

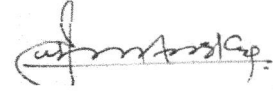
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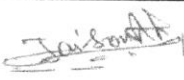
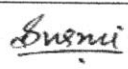
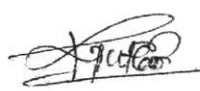
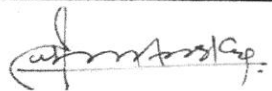


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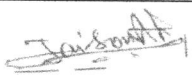
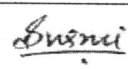
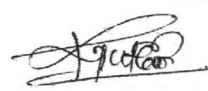
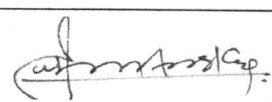
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## **1. INTRODUCTION**

### **LAUNDRY SERVICES AND LINEN MANAGEMENT**

<b>Prepared By</b>	<b>Verified By</b>	<b>Approved By</b>	<b>Issued By</b>
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The provision of clean linen is a fundamental requirement for patient care. Incorrect procedures for handling or processing of linen can present an infection risk both to staff and patients who subsequently use it. Hence, correct linen management is important to prevent HAI and ensure a better hygienic hospital environment.

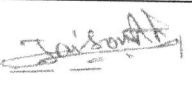
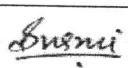
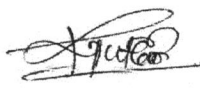
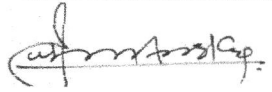
The term 'hospital linen' includes all textiles used in the hospital including mattresses, pillow covers, blankets, bed sheets, towels, screens, curtains, doctors coats, theatre clothes and table clothes. The hospital receives all these materials from different areas like OT, wards, outpatient departments and office areas.

Laundry services and linen management is one of the most important support services. Patient care will suffer if laundry and linen service stops even for one day. It is responsible for providing adequate quantity of the right linen to the indoor patients, OTs and d other patient care areas.

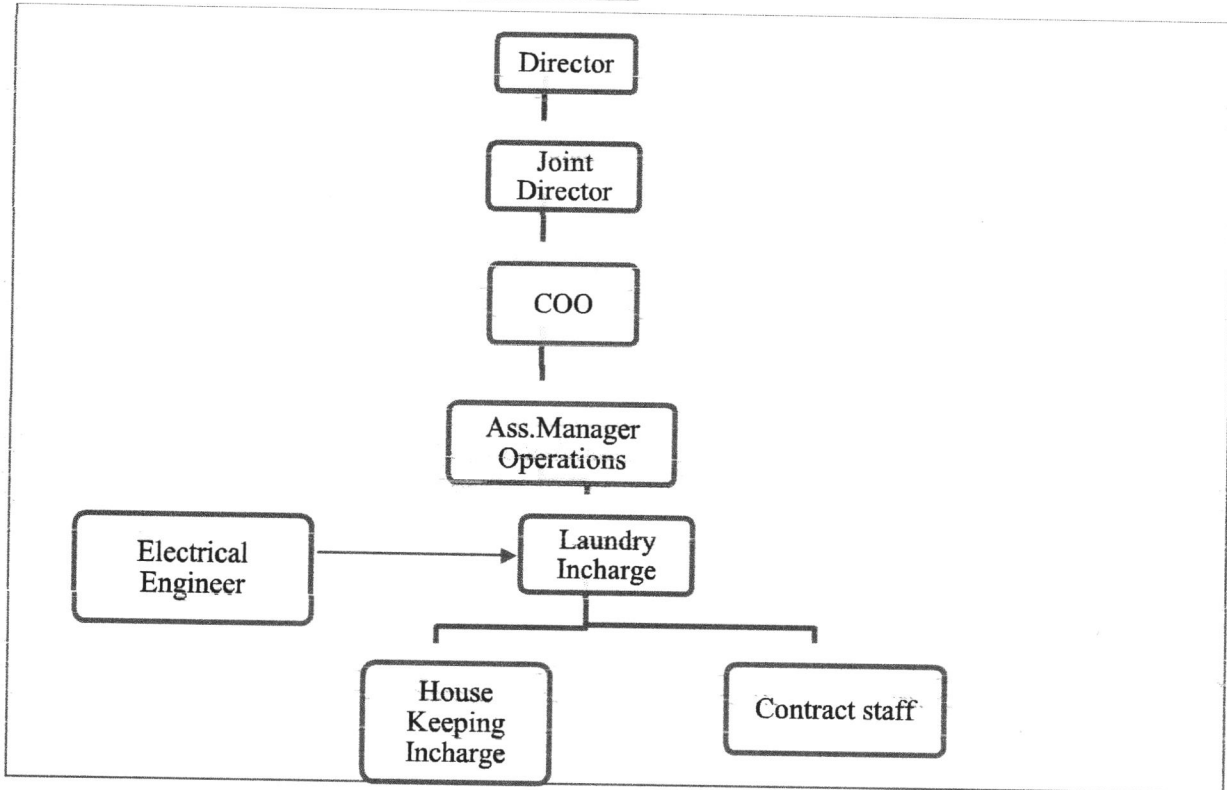
## **2. LIST OF SERVICES PROVIDED:**

- Collection/receiving of soiled & infected linen
- Processing soiled linen through laundry equipment
- Inspection & repair of damaged linen, their condemnation & replacement
- Distribution of finished linen to respective user departments
- Maintenances & control of active & back-up inventories & processed linen



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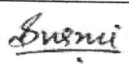
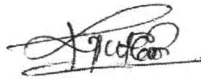
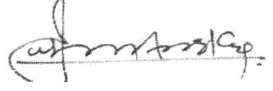
**3. DEPARTMENTAL HIERARCHY:**



**4. COMPETENCY MATRIX:**

Sl. No.	Name of the staff	Designation	Educational Qualification	Experience
1.	Mr. Jaison A F	In-charge	10 <sup>th</sup> standard	7 years



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**5. STAFFING PATTERN:**

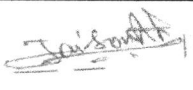
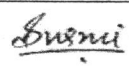
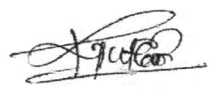
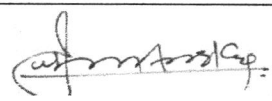
Sl. No	Designation	Working Hours	Number of Staff
1.	Laundry In-charge	9 hrs / day	1
2.	Contract- Team Leader	8 ½ hrs/day	1
3.	Contract staff	8 ½ hrs/day	18

**6. DUTIES AND RESPONSIBILITIES:**

**INCHARGE:**

- Operation of the machineries according to the scheduled washing.
- Laundry Equipments preventive maintenance.
- Laundry equipments break down work.
- Communication to laundry machine manufacturer for any break down / AMC service.
- Preparing all records for NABH and ISO procedures.
- Monitoring chemicals and detergent usage/ purchase in laundry.
- Inward and outward record maintenance.
- Overall supervision of laundry labour.
- Manpower analysis – coordinating with operations department.
- Linen stock updation and reordering according to the need of the hospital.



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**7. POLICIES AND PROCEDURES (APPLICABLE):**

**ESTIMATION OF STOCK OF LINEN NEEDED BY THE HOSPITAL**

Hospitals need to ensure that they have enough stock of linen (including reserve) readily available for all the areas of the hospital.

**DIFFERENT TYPES OF LINEN NEEDED IN THE HOSPITAL INCLUDE:**

- **General Purpose Linen:** This includes linen which is not used for patient care like curtains, drapes, table clothes and similar items commonly used in all parts of the hospital
- **Patient Linen:** This consists of patient clothing such as pajamas, shirts, gowns, coats etc. worn by patients.
- **Bed Linen:** This consists of bed clothing such as bed sheets, pillow covers, blankets used by the patient.
- **OT, Labour Room, Procedure Room Linen:** This includes items such as pajamas, kurtas, gowns, coats, shirts etc. worn by surgeons, anaesthetists, OT personnel and also surgical gowns, caps, masks, trolley covers, OT towels etc. required in OT, labour room and procedure room.

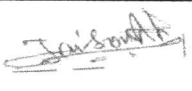
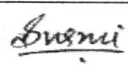
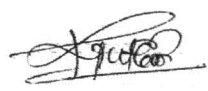
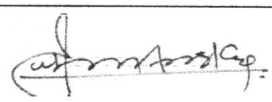
**NUMBER OF LINEN SETS**

Hospitals need to ensure that they have at least four sets of linen per day, even though six sets are preferable.

**CLASSIFICATION OF SIX SETS OF LINEN NEEDED IN HOSPITALS IS AS FOLLOWS:**

- One already in use (on bed)
- One ready to use (in sub store)
- One in transit-route to laundry or to the ward



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- One in washing cycle in laundry
- Two in stock (in central store)

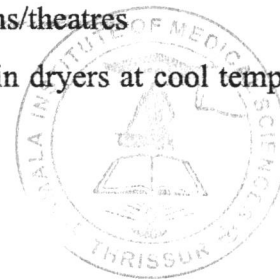
Thus, in an ideal situation, for a 100-bedded hospital, 600 bed sheets are needed. Hospitals need to maintain the linen stock register for available linen in the central store or with laundry in-charge of the hospital.

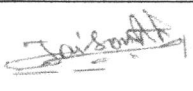
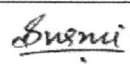

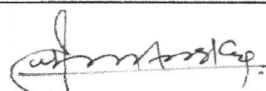
**GENERAL INSTRUCTIONS FOR LAUNDRY MANAGEMENT**

**LINEN**

**The basic principles of linen management are as follows:**

- Place used linen in appropriate bags at the point of generation
- Contain linen soiled with body substances or other fluids within suitable impermeable bags and close the bags securely for transportation to avoid any spills or drips of blood, body fluids, secretions or excretions
- Do not rinse or sort linen in patient care areas (sort in appropriate areas)
- Handle all linen with minimum agitation to avoid aerosolisation of pathogenic micro-organisms
- Separate clean from soiled linen and transport/store separately
- Wash used linen (sheets, cotton blankets) in hot water (70°C to 80°C) and detergent, rinse and dry preferably in a dryer or in the sun
- Autoclave linen before being supplied to the operating rooms/theatres
- Wash woolen blankets in warm water and dry in the sun, in dryers at cool temperatures or dry-clean.



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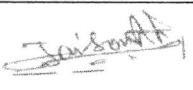
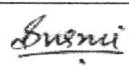
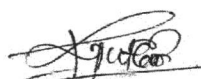
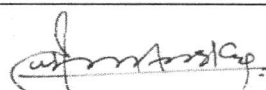
**BEDDING**

- Mattresses and pillows with plastic covers should be wiped with disinfectant such as 70% alcohol or 1% chlorine solutions.
- Mattresses and pillow cover without plastic covers should be washed with water and detergent and left for air drying after discharge of every patient, or on weekly basis if occupied by same patient.
- Blankets may be dry cleaned or hand washed. It can be done by soaking for 15 minutes in lukewarm water. Then soap suds are squeezed through the blanket and then rinsed in cold water at least twice. The blanket should not be twisted or wrung. It should be dried by spreading on clean surface.

**CLASSIFICATION OF LINEN**

For laundry purposes, linen in the hospital is classified into **two categories**:

<b>Dirty Linen</b>	<b>Soiled Linen</b>
Dirty linen is used linen, but not visibly soiled with blood or blood tinged body secretions.	Soiled linen is known, or potentially, infected/infested linen. All linen which is contaminated with excreta, blood or body fluids or contaminated linen from a patient who is known or clinically suspected, to be infected with diseases like salmonella, Hepatitis A, B or C, open pulmonary tuberculosis, HIV etc.

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## PROCESS OF LINEN MANAGEMENT IN THE HOSPITAL

### LABELING OF LINEN

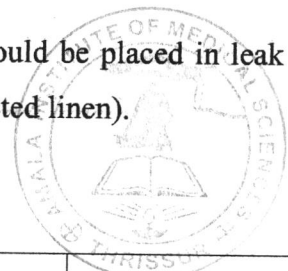
All linen being used in hospitals needs to be labelled for identification and traceability. Proper labelling of the linen also helps in proper inventory management. The label of the linen includes the following minimum details:


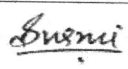
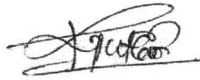
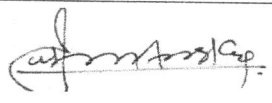
- Name of the hospital (XYZ)
- Name of the Department or Number of ward (ICU/OBS/WARD)
- Type of linen like Bed Sheets (BS), Patient Gown (PG), Pillow Cover (PC)
- Number of linen i.e. 1, 2, 3...
- Doctors coat labeled with Doctor's name

For example, bed sheets used in ICU of hospital can be labeled as: XYZ/ICU/BS/1, similarly bed sheet in general ward 1 can be labeled as: XYZ/GW1/BS/06.

### TRANSPORTATION OF LINEN

- Used linen should be bagged at location of use and it is transported to laundry.
- Linen collected from different areas of the hospital needs to be transported in the covered trolleys to the laundry.
- Linen that is heavily soiled with blood or other bodily substances should be placed in leak proof yellow bags with securely tied and documented outside (All infected linen).
- Dirty and soiled linen needs to be transported in separate trolleys.



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- A dedicated trolley for transportation of linen needs to be used and trolleys used for waste collection or any other purpose should not be used for transportation of linen.
- During transportation it is to be ensured that the bags used for collection of linen are properly tied.
- In case of any spillage of the soiled linen during transport, the linen needs to be securely placed in the transportation trolley and cleaning of the surface is undertaken as per the spill management protocol of the hospital.

Note: All the trolleys should be cleaned on a regular basis

#### RECEIVING IN THE LAUNDRY


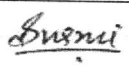
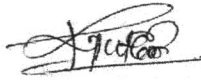
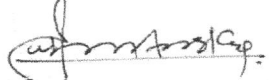
The person responsible for receiving linen in the laundry needs to enter the details of the linen in the receiving and distribution register at the laundry. The details include type and quantity of linen received, the department from where linen is received, time and date of receiving. Records are necessary to ensure quality assurance of linen and laundry management in the hospital.

#### LINEN COLLECTION AND SEGREGATION

Soiled linen is collected and fetched from various departments by the Contract Employees, register is maintained by Department in-charge. The linen consist of

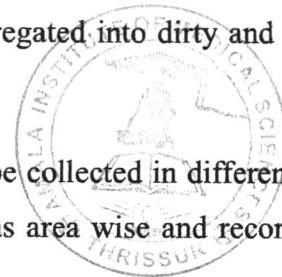
- Bed linen
- Body linen
- Operation theatre linen
- Staff linen
- Department/service linen.
- Gown
- Towels
- Blankets


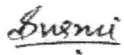
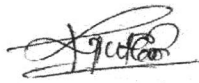
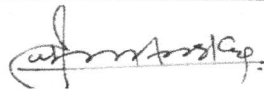


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➤ Pillow covers

- The hospital should have fixed schedule for the collection of linen from different areas of the hospital.
- All the patient linen including bed sheets, patient gowns needs to be changed daily.
- All the linen of critical areas like OT and ICU etc. need to be changed daily.
- The staff linen needs to be changed on weekly basis.
- It is strongly recommended to change all the linen used in the hospital when visibly dirty or are soiled.
- While collecting linen, care should be taken to ensure all sharps or patient equipment is removed.
- Staff should wear appropriate PPE like heavy duty gloves, apron and mask during linen handling. Any skin lesions on hands should be covered.
- Hand hygiene should be practiced after linen handling.
- Linen needs to be collected in bags and trolleys and should not be placed on the floor or any other surfaces.
- All the linen generated from patient care areas should be segregated into dirty and infected linen.
- Linen generated from different areas of the hospital needs to be collected in different colour coded trolleys. After linen is collected, these are segregated as area wise and record in the



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register maintained in the laundry. Aprons, staff uniforms etc are kept separate from the other linens and are packed separately.

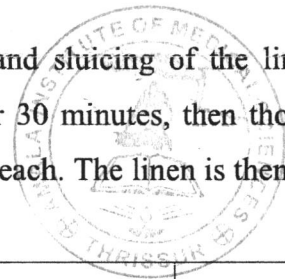
- Dirty linen needs to be collected in a green coloured trolley and soiled linen in yellow coloured trolley. The laundry management protocol of the hospital needs to include segregation guidelines for all the staff of the hospital.
- To minimize aerosolisation of any organisms contaminating linen, linen should not be rinsed, shaken or sorted in the clinical area. The personnel should keep his/her hands away from face while handling linen.
- The collected linen needs to be stored at a designated place i.e. in dirty utility of the area of generation.
- The attendant/sister in-charge of the area needs to update the daily transaction register every time linen is collected from the area. The transaction register should include the details of the number of different types of linen items collected from the particular area. A separate register has to be maintained in different areas for the same.

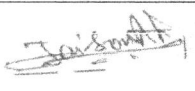
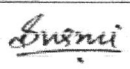
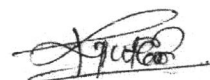
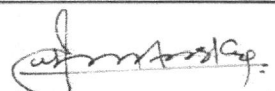
**PRE-WASHING OF THE LINEN:**

Highly blood soaked linen are pre-washed using brush & soap powder under running water. This will reduce the cross contamination of linen.

**DISINFECTION AND SLUICING**

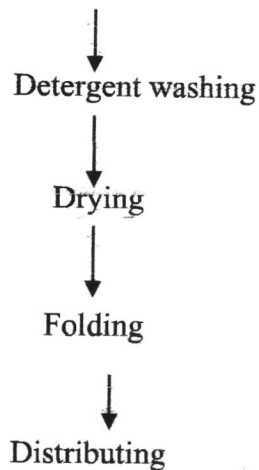
The first step of processing of the soiled linen is disinfection and sluicing of the linen. All infected linen needs to be soaked in 0.5% bleaching solution for 30 minutes, then thoroughly rinsing of the linen is carried out with plain water to remove the bleach. The linen is then handed over for washing.



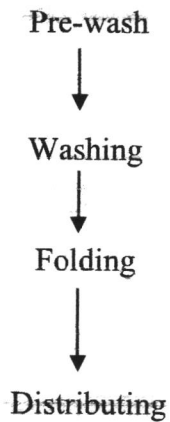
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**LINEN TREATMENT**

**i. Used Linen (Dirty linen)**



**ii. Soiled linen**


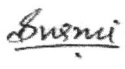
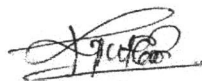
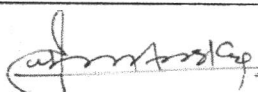


**iii. Infected (only for serology positive)**



Incineration



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**WASHING**

**Washing by Hand**

**STEP 1:** Wash heavily soiled/infected linen separately from non-soiled linen

**STEP 2:** Wash the entire item in water with liquid soap to remove all soilage, even if not visible

**REMEMBER:** Pre-soak in soap, water and bleach ONLY if linen is soiled. Use warm water if available. Add bleach (for example, 30–60 ml [about 2–3 tablespoons], of a 5%chlorine solution) to aid cleaning and bactericidal action. Add sour (a mild acid agent) to prevent yellowing of linen, if desirable.

**STEP 3:** Check the item for cleanliness. Rewash if it is dirty or stained

**STEP 4:** Rinse the item with clean water.

**Machine Washing**

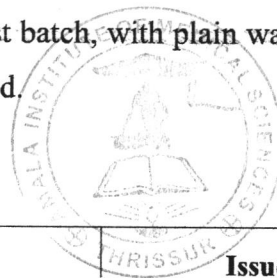
**STEP 1:** Wash heavily soiled linen separately from non-soiled linen


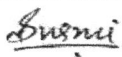

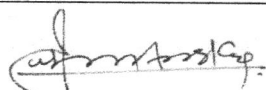
**STEP 2:** Adjust the temperature and time cycle of the machine according to manufacturer's instructions and the type of soap or other washing product being used

**STEP 3:** When the wash cycle is complete, check the linen for cleanliness. Rewash if it is dirty or stained.

(Heavily soiled linen may require two wash cycles)

**Dirty Linen:** Dirty linen (non-infected linen) is to be washed in the first batch, with plain water and detergent. Use of hot water with temperature > 71°C is recommended.



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**Soiled & Infected Linen:** Infected linen is defined as linen derived from known infectious patients, including those with HIV, Hepatitis B, C and other infectious agents. After sluicing the infected linen is treated with hot water and detergent having temperature of more than 71°C with a minimum wash cycle for 25 minutes.

**REPAIR OF LINEN (IF NECESSARY)**

All the linen is checked for any damage, wear and tear

- In case of any damage like minor hole or tear observed, it should be sent for repair and mending
- If the linen is severely damaged and cannot be repaired, the same can be discarded or condemned as per the hospital condemnation policy, by the laundry supervisor.

**CALENDERING AND IRONING**

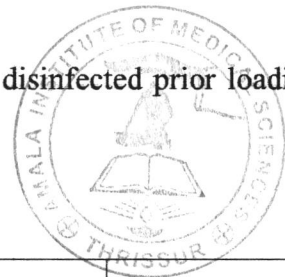
- Bed sheets and other heavy linen needs to be calendered with mechanised calendering machines installed at the hospital.


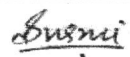

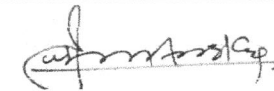
If the hospital does not have the facility of calendering machines, the linen needs to be ironed using flat work iron and is folded properly.

**DELIVERY OF CLEAN LINEN**

The processed linen is transported in clean covered trolley to the central store.

- It is to be ensured that the storage of clean linen before distribution is separate from dirty linen.
- Transport in a clean dry and covered trolley which is cleaned and disinfected prior loading with clean linen.



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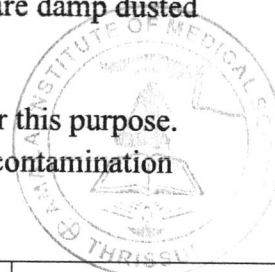
- From the central store the clean linen is issued to respective departments based on the indent generated from the departments.
- From the central store the linen is distributed to respective departments in the clean trolleys.
- Record of issued linen needs to be updated in the central store room while the respective departments need to update the transaction register with the details of linen received in the department.


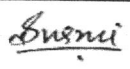
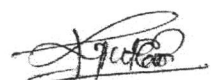
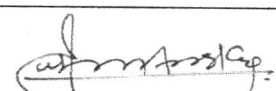
#### HANDLING OF SOILED LINEN

- Soiled linen should be handled as little as possible and with a minimum amount of agitation to prevent gross microbial contamination of the air and persons handling the linen.
- All soiled linen should be bagged or put into special carts at the location where used.
- Linen soiled with blood or body fluids must be soaked in 0.012% sodium Hypochlorite solution for at least half hour and then do normal washing.
- Sorting soiled linen: In the laundry, hand washing facilities and protective equipment (eg: gowns, gloves, goggles and masks) are available to personnel who are sorting the used linen. In the wards, sorting of laundry should be done only in the sluice rooms and not at the bedside.
- Hot-water Washing: Soiled and infected linen is washed at 80-90<sup>0</sup>C for over 20mts with a detergent in water since this is an effective method for cleaning and killing most vegetative bacteria.

#### HANDLING OF CLEAN LINEN

- The clean linen section should be cleaned every day; Cupboards and walls are damp dusted and the floor mopped.
- All clean linen should be stored and transported in carts used exclusively for this purpose. Clean linen is delivered to the user in such a way as to minimize microbial contamination



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from surface contact or airborne deposition. There is to be a functional separation of clean and soiled linen during storage and transport.

- **Sterile linen:** Only linen used in procedures requiring sterile technique should be sterilized. This process is done in the CSSD.

**WASHING & SQUEEZING OF THE LINEN:**

All the prepared linen is washed in power laundry machine. The soiled, blood stained linens are washed for 45 minutes adding 360 ml hypochlorite solution, 250 ml soap liquid, 200 gm soda powder in 300 litre water (85 temp) for 60 kg linen, Dettol solution. For normal linen washing time will be for 20 minutes by adding 250 ml soap liquid and 200 gm soda powder in water for 60 kg. After washing the linen are squeezed in squeezer machines.

**DRYING & FOLDING OF THE LINEN:**

Linen is dried in open space and during heavy rainy season the linen are dried using dryers. After drying the linen are folded accordingly and segregated according to the numbers provided from the departments.

**RETURNING THE LINEN COLLECTED FROM WARDS**

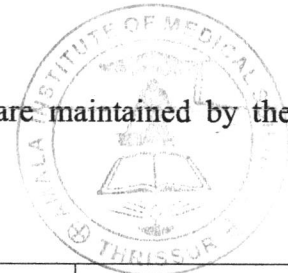
The linen is returned to the user departments by the Laundry Contract employees of the hospital and record of the same is entered in the concerned register.


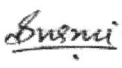
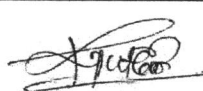
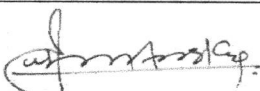
**CONDEMNATION**

Toned and highly soiled linen are inspected by the Contract team leader and will be informed to the laundry supervisor. The laundry supervisor will verify and will declare for condemnation. The documentation for condemnation is recorded in the condemnation register.

**LINEN STORE:**

Linen is maintained in closed, clean & dry cupboards and the stock are maintained by the Laundry Supervisor. Stock register is maintained.



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**HAND HYGIENE PRACTICES**

**i. Display the hand hygiene practices within the department it includes steps of hand washing and 5 key moments of hand hygiene**

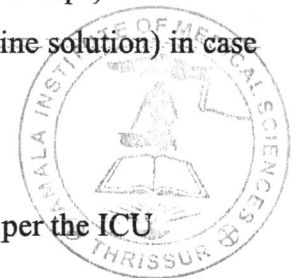
- Before touching a patient
- Before clean/aseptic procedure
- After body fluid exposure risk
- After touching a patient
- After touching a patient surrounding


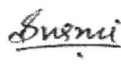
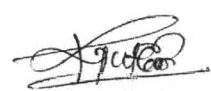
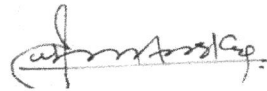
**ii. Steps of hand washing**

- Rub palm to palm.
- Right palm over the left dorsum and vice versa.
- Palm to palm interlaced.
- Back of the fingers to opposing palms with fingers interlocked.
- Rotational rubbing of right thumb clasped in left palm and vice versa.
- Rub finger tips on palms for both hands.
- Rub both wrists in a rotating manner.
- Rinse and dry hands thoroughly using clean dry towels/ tissue paper/ hot air.
- Ensure the availability of hand washing solution, hand rub, tissue paper, hand towel etc. in the department
- Perform hand washing in case of visibly soiled hand (follow the steps)
- Perform hand hygiene by hand rub solution (2.5% Chlorhexidine solution) in case of not visibly soiled.

**USE OF PPE**

- PPE box should be available at the entrance of ICU, Wear the PPE as per the ICU protocols



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- Adequate stock of PPE should be there in the department.
- Staff is adequately trained regarding techniques to wear and remove PPE.
- Staff should wear the PPE based on the transmission of diseases

**CLEANING AND DISINFECTION PROTOCOLS**

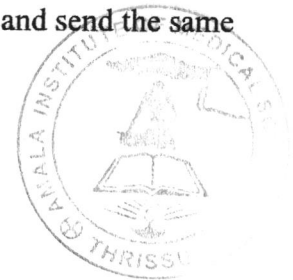
- Disinfectant solutions should store separately with proper identification
- Use HAZMAT for disinfectants
- Keep MSDS of solutions used in the department
- Cleaning of patient equipment used for the patient by 2% Lysoformins solution (20ml in 1000ml water)
- Floor cleaning : 1% Lysoformin solution (10ml in 1000ml water)
- Cleaning of infected cases: After fogging Perform 1<sup>st</sup> cleaning with 1% sodium hypochlorite (100 ml in 900ml water) and 2<sup>nd</sup> cleaning with 1% Lysoformin solution (10ml in 1000ml water).


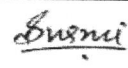
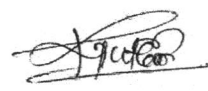
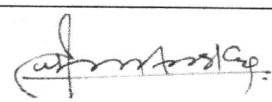
**LAUNDRY AND LINEN POLICY**

- After completing the linen discard into the hamber bag.
- Segregate the stained and unstained linen separately.
- Stained linen should be labeled properly after put into yellow cover.
- In case of serology positive, Fix biohazard sticker on the yellow cover and send the same into laundry department.

**RESPONSIBILITY OF LINEN MANAGEMENT**

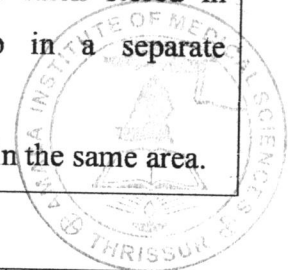
- Change of Linen - Staff Nurse/Ward Attendant
- Sorting and Storing of used Linen - Ward Attendant/Housekeeping Staff


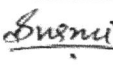
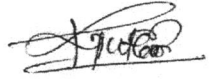




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- Disinfection of Soiled/Infected Linen - Housekeeping/Laundry Staff
- Collection of Used/Soiled Linen - Laundry staff
- Counting of Collected Linen - Laundry Staff/Nursing In-charge
- Transporting Dirty Linen - Laundry Staff
- Washing, Drying and Ironing - Laundry Staff
- Receipt of Washed Linen in Departments - Nursing In-charge
- Storage and Issue of Washed Linen - Nurse In-charge

Do's	Don'ts
A rack for keeping used and ready to use linen should be available close to the point of use.	Carry used linen close to the body.
Sharps to be removed from the linen.	Drop linen on the floor.
Appropriate tagging and labelling of linen bags.	Shaking linen as this will result in the dispersal of potentially pathogenic micro-organisms.
Decontaminating hands immediately following removal of PPE after handling used linen and before handling clean linen.	Overfilling of used linen bags.
A disposable plastic apron should always be worn when handling used linen and disposable gloves should be worn where linen is soiled/foul.	Linen bags containing used linen stored in corridors (should be keep in a separate designated area) Storing clean and used linen in the same area.



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 <b>Amala</b> INSTITUTE OF MEDICAL SCIENCES <small>NABH ACCREDITED ISO 9001:2015</small>	<h1>LAUNDRY MANUAL</h1>	<b>Doc. No.</b>	AIMS / DM / LAN - 46
		Version No:	02
		Revision No:	05
		Revision Date	10/04/2025
		Page	Page 26 of 31

**AMALA LINEN POLICY**


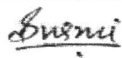
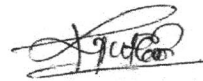
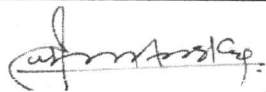
**MANAGEMENT OF USED LINEN**

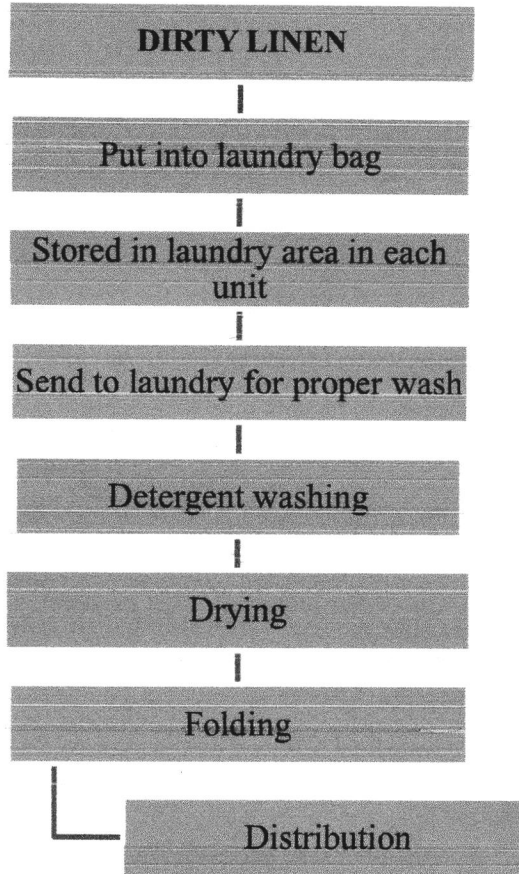
Linen is the second most powerful reservoir of microorganism in health care settings. All linen should be handled carefully so that there is minimum dispersion of microorganism. Appropriate PPE should be used when handling linen soiled with bodily substances.


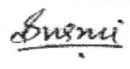
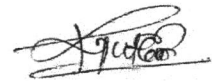
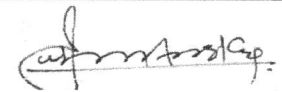
**Categories**

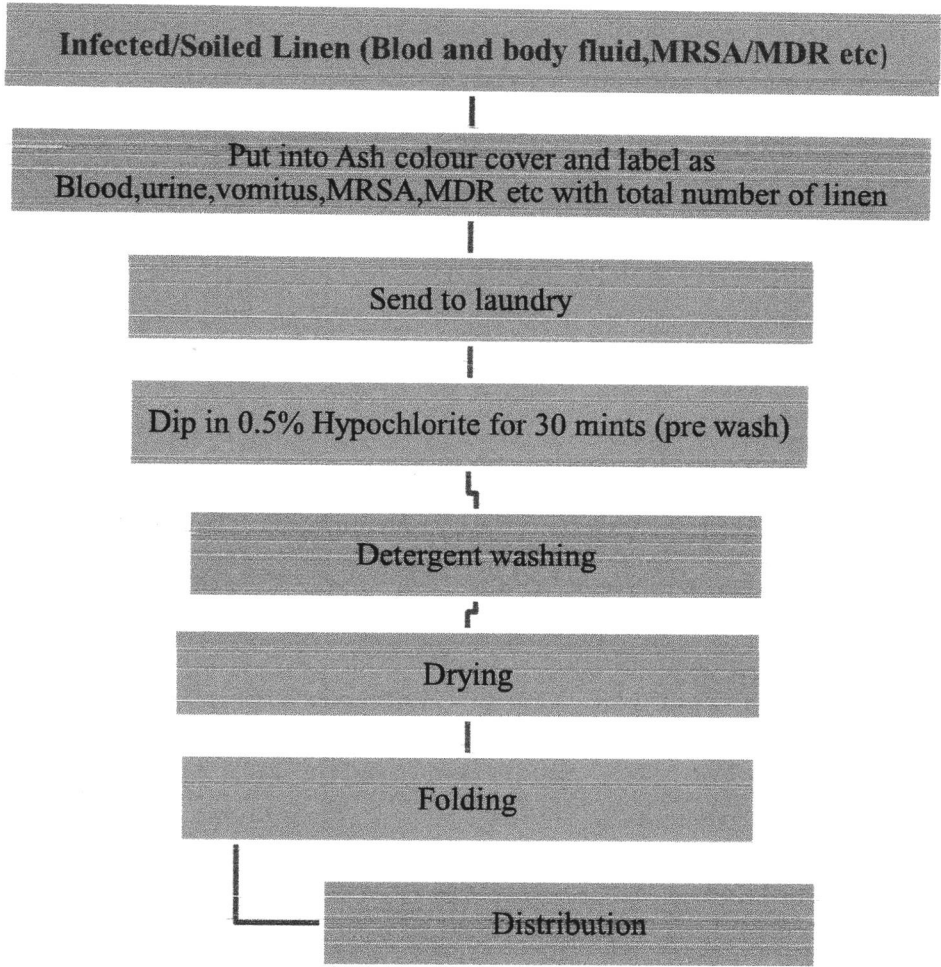
- **Dirty Linen:** All used linen is considered as contaminated.
- **Soiled/ Infected Linen** (blood and body fluids) and MDR /MRSA : Linen visibly contaminated with blood, body fluids, secretions and excretions.
- **Soiled/Infected Linen** : Linen is used by an infectious patient (**serology positive cases, Covid**)



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**INFECTED/SOILED LINEN (SEROLOGY POSITIVE CASES, COVID)**

Put the infected linen ( disposable / cloth ) to yellow cover with biohazard symbol and discard the same as biomedical waste

**Aware about the fire and occupation safety aspects (refer HIC and Safety manual).**

**8. GENERAL POLICIES**

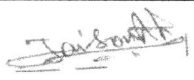
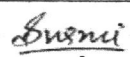

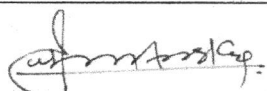
Refer Employee guidebook

One Amala → Hospital → Quality & DTC updates → **Employee guidebook**

**9. LIST OF REGISTERS**

Sl. No	Name of Register
1.	Stock Register for Chemicals
2.	Bill Register
3.	Condemnation Register
4.	Discard Linen Register
5.	Service Maintenance Register
6.	Stock Register Linen
7.	Duty Register



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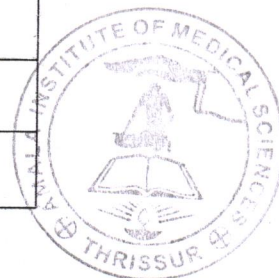
8.	Inward/Outward Register
9.	Weekly Machine Maintenance register
10.	Daily washing Register
11.	Store & Purchase Intend Register
12.	Stock Register for Equipments
13.	Cleaning Register
14.	New Linen/ Pillow Issue Register


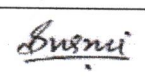
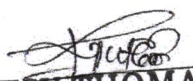
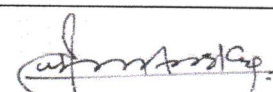
### 10. LIST OF FORMS

Sl. No	Name of Forms
1.	Incident Reporting Form
2.	Training attendance

### 11. LIST OF EQUIPMENTS

Sl. No	Name of Equipment	Number
1.	Hydro Extractor	3
2.	Washing Machine	2
3.	Dryer	4
4.	Squeezer	1
5.	Flat Iron Machine	2
6.	Steam Iron	1
7.	Weighing Machine	2



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*Betsy*