



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Bin washing and Drying Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE :

To lay down a procedure for cleaning of Bin washing Machine (Cybernetik).

### 2.0 SCOPE :

This procedure is applicable to cleaning of Bin washing Machine (Cybernetik) in Granulation area.

### 3.0 RESPONSIBILITY:

Production: Technical associate/Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance

Head QA: To ensure the compliance.

### 4.0 PROCEDURE:

#### 4.1 Cleaning:

4.1.1 After the completion of cleaning activity of Bin/IPC put the "TO BE CLEANED" status label to the equipment with date and signature of the production officer and also put "UNDER CLEANING" status label by replacing the "TO BE CLEANED" status label to the equipment with date and signature of the production officer before starting the cleaning operation.

4.1.2 Remove the base plate of the equipment and clean with nylon scrubber.

4.1.3 Clean the base of the equipment with purified water by using the hand gun by operating the suitable key on PLC.

4.1.4 Clean the outer surface and inner surface and base with wet lint free cloth.

4.1.5 Dry the equipment by using compressed air followed by dry clean lint free Cloth.

4.1.6 Wipe the inner and outer surface and base of Bin washing machine using clean lint free cloth soaked with 70% v/v IPA solution.

4.1.7 Assemble the base plate of the Bin.

4.1.8 Replace the "UNDER CLEANING" status label and put 'CLEANED' status label with date and signature of the Production Officer.



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4.1.9 Enter the cleaning start and completion time in equipment sequential log as per SOP.

### 4.2 Frequency for cleaning of Bin Washing Machine

4.2.1 Clean the equipment at the end of every day.

### 5.0 ANNEXURE (S) :

Nil

### 6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

SOP: Procedure for area line clearance.

### 7.0 ABBREVIATION (S) / DEFINITION (S):

SOP: Standard operating procedure

No. : Number

SS : Stainless Steel

IPA: Isopropyl Alcohol

V/V: Volume/Volume

### REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S)FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	---	---	New SOP	---