



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of Bin Blender 1200 ltr.	<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 the operation and cleaning of Bin Blender 1200 litre (SAAN).

### 2.0 SCOPE :

This procedure is applicable to the operation and cleaning of Bin Blender 1200 litre (SAAN) 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 Operation:

- 4.1.1 After the line clearance from Q.A., put the "UNDER PROCESS" label on the machine.
- 4.1.2 Enter the start time in equipment sequential log book as per SOP.
- 4.1.3 Bring product filled Bin near bin blender.
- 4.1.4 Switch the knob on panel to manual mode.
- 4.1.5 Open the safety grill rod.
- 4.1.6 Adjust the bin blender arm to the level of bin using "UP" and "DOWN" button.
- 4.1.7 Open the front of blender arm by rotating the wheel provided.
- 4.1.8 Push the product filled bin in guide track of blender arm.
- 4.1.9 Close the front of blender arm by rotating the wheel provided.
- 4.1.10 Lift the bin using "UP" button.
- 4.1.11 Remove the bin trolley and close the safety rod.
- 4.1.12 Switch the knob on panel to auto mode.
- 4.1.13 Set the time (as per BMR) on the process timer using arrow keys.
- 4.1.14 Press "START" button on panel for rotating the bin.
- 4.1.15 Set the speed as per BMR using speed controlling knob.



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- 4.1.16 After completion of set time, bin will stop rotating and stable to its original position.
- 4.1.17 Switch the knob on panel to manual mode and open the safety grill rod.
- 4.1.18 Place the bin trolley below the bin and down the bin using “DOWN” button.
- 4.1.19 Open the front arm of blender by rotating the wheel provided.
- 4.1.20 Remove the bin and close the arm of blender.
- 4.1.21 Weigh the bin on balance and record the weights in BMR.
- 4.1.22 Enter the completion time in equipment sequential log book as per SOP.
- 4.1.23 Transfer the bin to granules storage area.

### **4.2 Precautions:**

- 4.2.1 Ensure that the safety rod is properly fitted.
- 4.2.2 Ensure that the top lid and bottom valve of bin are closed properly.
- 4.2.3 Ensure that the emergency is released before start of operation.

### **5.0 PROCEDURE:**

#### **5.1 CLEANING :TYPE A**

**Change over from one batch to next batch of the same product with same potency and of similar product with ascending potency.**

- 5.1.1 Remove “ TO BE CLEANED “ label and affix “ UNDER CLEANING “ label to the machine with date and signature of the production officer.
- 5.1.2 Enter the cleaning start time in equipment sequential log book as per SOP.
- 5.1.3 Ensure that the main power supply is switched off.
- 5.1.4 Clean the lifting arm, guide roller, safety rod, body of blender and control panel by using clean dry lint free cloth.
- 5.1.6 Replace the ‘UNDER CLEANING’ status label with “CLEANED” status label with date and signature of the Production Officer.
- 5.1.8 Enter the cleaning completion time in equipment sequential log as per SOP.



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### 5.2. TYPE B:

**This is a cleaning procedure for Change over of product with different actives/color/ descending potency or after maintenance of contact parts.**

- 5.2.1 Follow the procedure from step 4.1.1 to 4.1.4
- 5.2.2 Cover all the electrical parts with polythene bag.
- 5.2.3 Wipe the body, arm, guide roller, safety rod and control panel and with wet duster soaked in approx. 10 to 15 kg purified water.
- 5.2.4 Dry the entire internal, external surface and all parts of blender with clean dry lint free cloth.
- 5.2.5 Wipe the blender as well as all the cleaned parts with the clean dry lint free cloth soaked in 70 % v/v IPA solution.
- 5.2.6 Fix the front arm of bin blender.
- 5.2.7 Replace the 'UNDER CLEANING' status label with "CLEANED" status label with date and signature of the Production Officer.
- 5.2.8 Record the cleaning completion time in equipment sequential log book as per SOP.

### 6.0 ANNEXURE (S):

Annexure- I: Cleaning checklist of Bin Blender.

### 7.0 REFERENCE (S):

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

SOP: Procedure for area line clearance.

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

BMR : Batch Manufacturing Record

QA : Quality Assurance

SOP : Standard Operating Procedure.

IPA : Iso Propyl Alcoho

v/v : Volume / Volume



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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### REVISION CARD

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