



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation and Cleaning of Packign Conveyor Belt	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0

OBJECTIVE:

To lay down a procedure for Operation and cleaning of packing conveyor line.

2.0

SCOPE:

This procedure is applicable for Operation and Cleaning of Packing conveyor line.

3.0

RESPONSIBILITY:

Technical Associate: Cleaning and Operation

Production: Officer/Executive/Assistant Manager.

Head Production: To ensure execution & compliance.

4.0

PROCEDURE:

4.1

Cleaning Procedure:

4.1.1

TYPE A:

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

4.1.1.1

Ensure that all the materials of previous batch are removed from the respective packing line and area.

4.1.1.2

Wear PPE during cleaning procedure.

4.1.1.3

Put 'OFF' the power switch of the conveyor belt and affix "TO BE CLEANED" status label.

4.1.1.4

Replace the 'TO BE CLEANED' status label with 'UNDER CLEANING' status label with date and signature of the production officer as per SOP.

4.1.1.5

Ensure that the conveyor belt is switched OFF.

4.1.1.6

Record the cleaning time in equipment usage log book as per SOP.

4.1.1.7

Remove all the packs and foil pieces present on the conveyor belt.

4.1.1.8

Clean the body of the conveyor belt, rollers and crevices of the machine with a clean dry lint free duster.



STANDARD OPERATING PROCEDURE

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4.1.1.9 Replace the 'UNDER CLEANING' status label with "CLEANED "status label with date and signature of the production officer.

4.1.2 TYPE B:

Changeover of product with different actives/color/descending potency or after maintenance of contact parts.

4.1.2.1 Put 'OFF' the power switch of the conveyor belt and affix "TO BE CLEANED" status label.

4.1.2.2 Replace the 'TO BE CLEANED' status label with "UNDER CLEANING" status label with date and signature of the Production Officer.

4.1.2.3 Remove all the secondary packing material, foil pieces, rejected blisters present on the conveyor belt.

4.1.2.4 Clean the conveyor belt, rollers and crevices of the machine with wet duster dipped in purified water and then clean with dry lint free duster.

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

4.1.2.6 Record the cleaning time in equipment usage log book as per SOP.

4.1.2.7 Clean the area as per SOP.

4.2 Frequency:

4.2.1 Type 'A' cleaning is applicable after completion of every batch of same product.

4.2.2 Type 'B' cleaning is applicable in case of product change over .

4.3 Operation:

4.3.1 After line clearance from QA, put the "UNDER PROCESS" label on conveyer belt as per SOP.

4.3.2 Switch "ON" the main from electric panel and start the conveyor belt by pressing green push button provided on bottom side of S.S. conveyer belt.

4.3.3 Collect the strips/blisters coming from the primary packing cubicle over the conveyer belt.

4.3.4 Pack the strips/blisters as per the specific required cartons as instructed in BPR.

4.3.5 Collectively pack all the cartons in a shipper as instructed in BPR.

4.3.6 Enter the start time and end time of the operation in equipment usage log book as per SOP



STANDARD OPERATING PROCEDURE

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Issue Date:	Page No.:

4.3.7 Switch “ OFF “ the main power supply after completion of work.

4.3.8 Affix ‘TO BE CLEANED’ label on the machine.

4.4 Precautions:

4.4.1 Don’t start Machine without activity.

4.4.2 Ensure that the conveyor belt is rotating upward direction.

4.4.3 When the conveyor belt is stopped during tea and lunch breaks, it must be Ensured that no blister /strip are retained on conveyor belt.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

SOP: Status Labeling in Production Dept.

SOP: Procedure for Area line clearance.

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

7.0 ABBREVIATION (S) /DEFINITION (S) :

BPR : Batch Packing Record.

SS : Stainless Steel

QA : Quality Assurance

PPE : Personal Protective Equipment

REVISION CARD

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