



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation and Cleaning of Packing Conveyor	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.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Packing Conveyor in Production Area at

3.0 RESPONSIBILITY:

Officer/Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 DEFINITIONS:

Not Applicable

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Ensure that packing conveyor line is free from previous product's left over.

6.1.2 Switch "ON" the starter switch of Packing Conveyor.

6.1.3 Perform Secondary Packing activity on it.

6.1.4 Record it's operation details in "Equipment Log" as per Format.

6.2 CLEANING:

6.2.1 Switch "OFF" the electric supply of Packing Conveyor.

6.2.2 Remove all the left over from the Packing Conveyor.

6.2.3 Clean the Packing Conveyor with lint free cloth.

6.2.4 Wipe it's surface with 70% IPA.



PHARMA DEVILS

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6.2.5 Clean the Packing Conveyor before and after activity.

6.2.6 Record the cleaning details in “**Equipment Log**” as per Format.

7.0 ABBREVIATION:

SOP	Standard Operating Procedure
WFI	Water for Injection
Ltd.	Limited
No.	Number
IPA	Isopropyl Alcohol
QA	Quality Assurance

8.0 ANNEXURES:

Not Applicable

9.0 DISTRIBUTION:

- Controlled Copy No.1 Production Department
- Master Copy Quality Assurance Department

10.0 REFERENCES:

SOP No. SOP Titled “**Equipment Log**”.

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		