



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation of Vibro Sifter 30"	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Operation of Vibro sifter 30" (Bectochem).

2.0 SCOPE:

This SOP is applicable to the Operation of Vibro sifter 30" (Bectochem) 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 Machine Setting

4.1.1.1 Ensure that the equipment is cleaned and ready for use.

4.1.1.2 Ensure that the main power supply is switched OFF.

4.1.1.3 Assemble the discharge chute with sifter body and then tight the holding clamp by pressing towards sifter.

4.1.1.4 Place the required sieve as per BMR, place SS frame and feed hopper and then tight the clamp by pressing towards sifter.

4.2.2 Operation

4.2.2.1 After line clearance from QA, put the "UNDER PROCESS" label on the machine.

4.2.2.2 Enter the start time of the batch in equipment sequential log as per SOP.

4.2.2.3 Use hand gloves and nose mask while sifting the materials.

4.2.2.4 Place the Material to be sifted adjacent to the sifter.

4.2.2.5 Keep the cleaned IPC below the discharge chute of sifter.

4.2.2.6 Switch "ON" the main supply.

4.2.2.7 Feed the material to be sifted manually one by one scoop above the sieve.

4.2.2.8 Collect the sifted material from the discharge chute in IPC, collect the oversize from sifter sieve and mill the oversize using Multi mill as per BMR.

4.2.2.9 Enter the sifting completion time in equipment sequential log book as per SOP.



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation of Vibro Sifter 30”	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

4.2.2.10 Switch “OFF” the main supply after completion of operation.

4.2.2.11 Affix “TO BE CLEANED” label on the machine.

Note: Ensure that the sifting process shall be done near the dust extraction system (Where ever applicable) and sifter shall be placed on designated place in granulation area during operation.

5.0 ANNEXURE:

Annexure –I: Sifter Sieve Utilization record.

6.0 REFERENCE:

SOP: Preparation, Approval, Distribution Control, Revision and Destruction of Standard Operating Procedure (SOP).

SOP: Procedure for Area Line Clearance.

7.0 ABBREVIATION/DEFINITION:

SOP : Standard Operating Procedure

BMR : Batch Manufacturing Record

IPC : In Process Container

REVISION CARD

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