



STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Procedure of filling of equipment log book

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down the procedure for Procedure of filling of equipment log book.

2.0 SCOPE:

This procedure is applicable for filling of equipment log book.

3.0 RESPONSIBILITY:

Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

4.0 PROCEDURE:

4.1 Equipment usage log sheet is made to give usage, cleaning, maintenance and preventive maintenance done on particular equipment with date and time.

4.2 Enter the cleaning activity in the equipment usage log sheet with date and time deciding the type of cleaning of equipments as per SOP to perform the cleaning activity of particular equipment as per SOP of cleaning of same equipment.

4.3 Enter the production activity in the equipment usage log sheet with date and time as per SOP.

4.4 Enter the completion time of activity in the equipment usage log sheet with date and time.

4.5 Enter the preventive maintenance activity with date and time in the equipment usage log sheet.

4.6 Ensure that the machine is cleaned after any maintenance/preventive activity and enter the same in the equipment usage log sheet with date and time.

4.7 Enter the idle time (as no activity) in the equipment usage log sheet.

4.8 Ensure that at the start and at the end of day activity, clean the equipment and enter the date and time in the equipment usage log sheet.

4.9 If the Machine is under maintenance record in a log sheet along with Work Order number which is sent to Engineering Department with remark as under maintenance.



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4.10 Make the equipment usage entries in the Annexure –I.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S) :

SOP-Procedure For Area line Clearance.

7.0 ABBREVIATION (S) /DEFINITION (S) :

Nil

REVISION CARD

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