



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation and Cleaning of Hot Plate	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Hot Plate.

2.0 SCOPE:

This SOP is applicable to Operation & Cleaning of Hot Plate in Ointment section.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

No Number

SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Ensure that the area, Surface of Hot Plate is clean.

6.1.2 Start the power supply and main indicator turns ON.

6.1.3 Adjust the temperature by rotating the temperature controlling knob.

6.1.4 Heat the Hot plate 5 minute before use.

6.1.5 Set the temperature & take material in SS vessels put on the hot plate.

6.1.6 After completion of the process switch "OFF" the machine.

6.1.7 Affix the status label as "To be cleaned"

6.1.8 Enter the operation details in Equipment Log in **Reference SOP**.

6.2 CLEANING:

6.2.1 Ensure that the machine switch is "OFF".

6.2.2 Clean the machine by moping with dry clean cloth.

6.2.3 Affix the status label as "Cleaned".

6.2.4 Make an entry of Cleaning Time in Equipment Log in **Reference SOP**.

7.0 ANNEXURES:



PHARMA DEVILS

PRODUCTION DEPARTMENT

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Not Applicable

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Party Manual

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change control No.	Details of Changes	Reason for Change	Effective Date	Updated By