PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Production (External Preparation)	**SOP No.:**
Title: Remove Defective Equipment from Production Area	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a Procedure for Remove Defective Equipment From Production Area.

2.0 SCOPE:

This SOP is applicable for Remove Defective Equipment.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

I.D.	Identification Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 IDENTIFICATION OF DEFECT EQUIPMENT :

6.1.1 If any equipment not working properly inform to Engineering department through breakdown.

6.1.2 Engineering person received the breakdown & take action immediately.

6.1.3 After maintenance of equipment If equipment not working , Ensure the Engineering head Equipment may be preable or not for further use .

6.1.4 If any equipment is not reparable for further use in production area then inform to Production & QA head for defect equipment .

6.1.5 Affix the out of order lebel on machine.

6.2 REMOVE DEFECT EQUIPMENT :

6.2.1 After Ensure equipment can not in useable then QA & plant head give permission to Engineering head for work permit to remove the equipment.

6.2.2 QA & Production will remove the I.D. & all type of status label except out of order label.

6.2.3 Remove the Defect Equipment from production area to scrap area.

6.2.4 QA Personnel remove the equipment I.D. from equipment list.

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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Defect Equipment Log	

ENCLOSURE: SOPTraining Record

8.0 DISTRIBUTION:

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

9.0 REFERENCES:

Not Applicable.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

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ANNEXURE – I
DEFECT EQUIPMENT LOG

S.No.	Date	Equipment I.D.	Equipment Name	Production Sign/Date	QA Sign/Date	Plant Head Sign/Date