

PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE			
Department: Production (External Preparation)	SOP No.:		
Title: Storage of Machine Change Parts	Effective Date:		
Supersedes: Nil	Review Date:		
Issue Date:	Page No.:		

1.0 OBJECTIVE:

To lay down a Procedure of Storage of Machine Change Parts.

2.0 SCOPE:

This SOP is applicable for Storage of Machine Change Parts used 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** Check and ensure the cleanliness of change parts and its integrity.
- **6.2** Ensure the cleanliness of Change Parts Storage Room.
- 6.3 Collect the change parts to be stored, clean it properly and wrap with Polyethylene / Shrink Wrap.
- 6.4 Lubricate the main cam and cutting gear to be stored with lubricating oil or Silicon grease.
- 6.5 Store the change parts of same Tube Dia/change part No. in racks.
- 6.6 Label the stored change parts in racks with their Tube dia / change part no.
- Ensure that the racks should be specified and labeled.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Machine Change Parts Record	

ENCLOSURE: SOP training Record

8.0 DISTRIBUTION:

Controlled Copy No. 01
Quality Assurance

• Controlled Copy No. 02 Production

• Master Copy Quality Assurance



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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

MACHINE CHANGE PARTS RECORD

Department: Month / Year:

Date	Change Parts No.	Common Parts No.	Machine ID No.	Issued By	Received By	Returned By	Received By (Change Parts Room)	Remarks