



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Operation and Cleaning of Dosing Cup Placing Machine

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 2

1.0 OBJECTIVE:

To lay down a procedure for operation and cleaning of dosing cup placing machine.

2.0 SCOPE:

This SOP is applicable for operation and cleaning of dosing cup placing machine in packing area.

3.0 RESPONSIBILITY:

Officer / Executive - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

IPQA In Process Quality Assurance

PL Production Liquid

SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Ensure the area and machine is clean and shall be verified by IPQA before operation.

6.1.2 Set the machine as per the size of the sealed bottles and dosing Cup.

6.1.3 Load the dosing cup in the hopper.

6.1.4 Switch 'ON' the mains knob.

6.1.5 Push "ON" main start switch.

6.1.6 Switch 'ON' the vibrator and set the speed by control knob.

6.1.7 Switch 'ON' the conveyer & set the speed by control knob.

6.1.8 Check the performance of machine by pressing yellow inch switch.

6.1.9 Check the dosing cup place sealed bottles.

6.1.10 Machine must affix **STATUS label** during processing.

6.1.11 After completion of process clean the machine.

6.1.12 Maintain the operation record in Equipment usage log book.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Operation and Cleaning of Dosing Cup Placing Machine

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	2 of 2

6.2 CLEANING:

- 6.2.1 Remove the dosing cup from the hopper.
- 6.2.2 Clean the hopper, chute and conveyer belt by moping with dry clean lint free cloth.
- 6.2.3 Clean the machine by moping with dry clean lint free cloth.
- 6.2.4 Mark the status label as **CLEANED** after cleaning.
- 6.2.5 Maintain the cleaning record in Equipment log book.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training 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