



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Checking the Sieve Integrity	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Purpose -** To lay down operating procedure for checking the sieve integrity

**Scope :-** This procedure is applicable for

**Responsibility:** Production Chemist  
To supervise the activity

### PROCEDURE:

1. Take the specified sieve as per Batch Manufacturing Record from the Clean equipment room.
2. Before arranging, visually check the cleaning status & sieve integrity.
3. After operation is completed, dismantle the sieve & transfer to the Cleaning area.
4. Flush the sieve with water & clean with the help of wet cloth.
5. Dry with a clean cloth & observe any residue of previous product.
6. Check the integrity of sieve visually.
7. Separate the damaged sieve & label it as NOT FOR USE.
8. After completely dried, wrap the sieves in a clean polythene bag
9. Transfer the inspected sieves on the racks placed in clean equipment room.
10. Perform the inspection daily for all sieves of sifter & multi mill.
11. Record the entire activities in Daily Sieve Checking Record.

### PRECAUTIONS:

1. Care should be taken during cleaning. The sieves should not be pressed excessively as it can damage the sieve integrity.
2. Care should be taken during the sifting of hydrophobic materials as they are difficult to remove.
3. Ensure the proper cleaning of sieves.
4. Do not press the sieves excessively during sifting operation to avoid damage. In case the sieve is damaged, immediately replace the sieve to avoid the future risk of contamination of the product.
5. The sieve should be checked regularly & record should be maintained.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Checking the Sieve Integrity	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### ANNEXURE DAILY SIEVE CHECKING RECORD

DATE	SIFTER SIEVES	MULTIMILL SIEVES	REMARKS	CHECKED BY	SUPERVISED BY

PROD. OFFICER SIGN: