



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning of Multi Mill	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down operating procedure for the cleaning of Multi mill.

Scope: This procedure is applicable to

Responsibility: Production Chemist
To supervise the activity

Pre-operating Check: Check no material or residue of previous product is there.

Frequency: At the completion of batch or at the end of shift.

Equipment used: Multi mill (GMP models)

Procedure for product change over:

- 1 Ensure that the switch is off.
- 2 Cover the electrical parts with plastic bag.
- 3 Untie bolts of hopper and remove from the mill.
- 4 Dismantle screen-holding plate from the mill. Remove the SS Screen from screen holding plate.
- 5 Dismantle rotor and beaters assembly from multi mill. Disassemble beaters from rotor.
- 6 Clean rotor, beaters, hopper, SS Screen, Screen holding plate and body of mill first with water till residue of all material is removed. Then thoroughly wash with DM Water.
- 7 Mop the rotor, beaters, hopper, screen holding plate and body of mill with dry and clean cloth. Also mop the surrounding area of the mill.
- 8 Dry the s.s. Screen by applying compressed air.
- 9 Assemble the rotor and beaters. The scraper beaters have to be in lowest position. Mount the rotor and beaters assembly on drive shaft.
- 10 Ensure that the beaters should be fixed with their knife-edge in forward direction.
11. Mention the entire activities in Daily Log Sheet.

Procedure for same product or at the end of shift:

1. Remove the powder materials from multi mill and s.s screen of multi mill
Clean the surrounding area of multi mill.