



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: SOP for Issuance and Receiving of Punch set	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Purpose: To lay down operating procedure for the operation of issuance & receiving of punch set

Scope: This procedure is applicable for

Responsibility: Production Chemist
To supervise the activity

Procedure:

For Issuance of Tooling:

1. First of all, confirm about the size & shape of toolings to be set on the compression machine.
2. Open the punch store & separate the tool box to be set & place gently on the pallet.
3. Open the tool box & wipe the lubricated toolings with a clean cloth & place gently in a plastic tray.
4. Clean the punch set first with isopropyl alcohol & finally wipe with a dry lint free cloth.
5. Keep the cleaned toolings in a plastic tray, cover the tray with a cloth & place on a trolley for transfer in the compression area.
6. Make an entry in the tools issuing & receiving register.

For Receiving of Tooling:

1. Examine the entire set carefully for any damage before transfer in punch store.
2. During receiving, count the number of tools received & lubricate the whole set.
3. Insert the upper & lower punches in the plastic covers & place them in the tool Box in a segregated manner.
4. Wrap the lubricated dies in a plastic bag & place in the tool box.
5. Transfer the tool box on the racks provided.
6. Make an entry in Tools issuing & receiving register for the type & number of tools received.

Precautions:

1. Always confirm the size & shape before issuing the punch set.
2. Always do the counting before issuing & receiving the punch set.
3. Handle the punches carefully & gently during cleaning, lubrication & transfer.
4. Always lubricate the punch set before storage.



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5. Always cover the punches with a clean cloth during transfer.
6. The issuance & receiving should be done by the trained personnel under strict supervision.
7. Always use a separate cloth for cleaning of each set to avoid the risk of contamination.
8. Always make an entry for issuing & receiving the punch set in Tools issuing & receiving record.



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ANNEXURE I PUNCH ISSUING & RECEIVING RECORD

TOOL SIZE		ISSUED BY	DATE	RECEIVED BY	DATE	CHECKED BY	REMARKS
PRODUCT	BATCH SIZE						

PRODUCTION OFFICER SIGN: