



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Verification of sugar dissolving tank, manufacturing tank and holding tank	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

- 1.1 To lay down a procedure for the Verification of sugar dissolving tank, manufacturing tank and holding tank.

2.0 SCOPE

- 2.1 The procedure is applicable to the verification of sugar dissolving tank, manufacturing tank and holding tank, installed in Liquid orals Department.

3.0 RESPONSIBILITY

- 3.1 Technical associate Production - for Execution
3.2 Officer/ Executive production & QA dept. – For verification & implementation of SOP
3.3 Head Production Department- shall ensure compliance of the SOP.

4.0 DEFINITION(S)

- 4.1 NA

5.0 PROCEDURE

Remove “CLEANED” label and Affix “EQUIPMENT STATUS” label on the tank which is dully signed bt Production officer as per SOP (Status labeling).

5.1 Calibration of tank and Load cell.

- 5.1.1 Physically verify the tank is cleaned.
5.1.2 Check the calibration status of the weighing balance, it should be calibrated.
5.1.3 Check the temperature of purified water is $25 \pm 1^{\circ}\text{C}$, if not, maintain it.
5.1.4 Place the SS container on the weighing balance and tare it.
5.1.5 Weigh 49.80 kg of purified water, it will be equivalent to 50 lits of purified water
(considering density of water 0.99602 gm/ml)
5.1.6 Manually Transfer the purified water to the tank.
5.1.7 Ensure that there is no loss during transfer.
5.1.8 Verify the water level in the tank on baffle plate / surface marking and record the observation in Annexure-I (Calibration record of Liquid orals tank).
5.1.9 The difference between theoretical volume (Tv) and checked volume (Cv) should be in prescribed tolerance limits.



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5.1.10 Repeat the step no.5.1.3 to 5.1.9 with 49.80 kg purified water till required volume of purified water is transferred.

5.2 If the verification is satisfactory, affix the calibration label to the side of the tank as per Reference SOP (Status labeling).

5.2.1 If the verification is not satisfactory, the apparatus shall be rectified by engineering dept. Re-calibrate the apparatus after maintenance.

5.2.2 After completion of calibration, Affix the status "TO BE CLEANED" during No activity and affix "UNDER CLEANING" during cleaning of the tank as per SOP (Status labeling).

5.3 **Frequency:** Once in a year.

NOTE: 1. Type "B" cleaning shall be done before and after completion of verification.

2. Calibrate the balance after transferring from one area to another which is used for verification process.

6.0 ABBREVIATION(S)

6.1 SOP: Standard Operating Procedure

6.2 gm : gram

6.3 ml : Milliliter

7.0 REFERENCE(S)

7.1 Current IP

7.2 SOP: Status labeling

8.0 ANNEXURE(S)

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Calibration record of Liquid Orals tank		Log Book



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9.0 DISTRIBUTION

9.1 **Master copy :** Quality Assurance(01)

9.2 **Controlled copy (S) :** Production department(01), Quality Assurance(01)

9.3 **Reference copy (s):** Production department (02).

10.0 REVISION HISTORY

S.No.	CHANGE CONTROL No.	REVISION No.	REASON (S) FOR REVISION	DETAILS OF REVISION	REVISION DATE



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ANNEXURE I CALIBRATION RECORD OF LIQUID ORALS TANK

Tank name:-----

Location:-----

Capacity:-----

Calibration done on:-----

Identification No.: -----

Next Calibration due On:-----

Temp. of Purified water: -----

S.No.	Wt of Water (w) in kg	Equivalent volume of water in lts. $C_v = \text{Weight/density of water}$	Volume marking on dip baffle/ surface (Tv)	Difference Volume in lts.(Tv-Cv)	Tolerance limit (NMT0.3%)	Remarks

Calibration status :

Calibration Done By:

Checked By :