



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Inspection Unit for Empty and Filled Bottles	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

- 1.1 To lay down a procedure for cleaning and operation of inspection unit for empty and filled bottles.

2.0 SCOPE:

- 2.1 This procedure is applicable for cleaning and operation of inspection unit for empty and filled bottles in Liquid department.

3.0 RESPONSIBILITY:

- 3.1 Technical associate Production - For Execution.
- 3.2 Officer/ Executive Production - For verification and implementation of SOP.
- 3.3 Head Production - shall ensure compliance of the SOP.

4.0 DEFINITION(S):

- 4.1 NA

5.0 PROCEDURE:

5.1 Cleaning

5.1.1 Cleaning of inspection unit

5.1.1.1 Carry out the following procedure at the time of batch or product changeover

5.1.1.2 Start the conveyor belt of inspection table.

5.1.1.3 Remove pieces if any from the conveyor joints.

5.1.1.4 Clean the conveyor belt of inspection table with wet lint free cloth followed by dry lint free cloth.

5.1.1.5 Clean the Inspection table with wet lint free cloth followed by dry lint free cloth.

5.1.1.6 Clean the light panels with dry lint free cloth.

5.1.1.7 Record the details of cleaning in equipment usage record sheet as per reference SOP ("Making entries in equipment usage and cleaning log sheet").



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5.1.1.8 Put 'CLEANED' status label having Unit, Department, Equipment name, Cleaned by, Checked by Production Officer, Date and finally certified by Quality Assurance (QA) as per reference SOP ("Status labeling").

5.2 Operation

5.2.1 Take line clearance from QA, put the "EQUIPMENT STATUS" label on inspection unit.

5.2.2 Adjust the bottle guide fitted in the conveyor belt of inspection unit according to the product requirement.

5.2.3 Switch the motor "ON" by rotating knob switch and ensure its smooth running.

5.2.4 Check the indicator light on the attached VFD.

5.2.5 Switch 'ON' the tube light of inspection unit.

5.2.6 Switch 'ON' the attached VFD by pressing green color button of VFD.

5.2.7 Select the programme on VFD for the forward movement of the conveyor belt of inspection unit.

5.2.8 Adjust the required speed of the conveyor belt motor with knob provided on VFD.

5.2.9 Check that the inspection unit conveyor belt is running smoothly.

5.2.10 After the completion of operation switch off the motor by pressing Stop (Red color) button on VFD.

5.2.11 Allow the empty / filled bottle for inspection.

5.2.12 After completion of operation, Switch 'OFF' the inspection unit.

5.2.13 Affix the new label duly filled with status of 'TO BE CLEANED' on inspection unit.

5.2.14 Record the details of operation of inspection unit in equipment usage record sheet as per reference SOP ("Making entries in equipment usage and cleaning log sheet").

6.0 ABBREVIATION(S):

6.1 SOP : Standard operating procedure

6.2 No. : Number

6.3 NA : Not applicable

6.4 VFD : Variable frequency drive

6.5 QA : Quality assurance

7.0 REFERENCE(S):

7.1 SOP No.: Status labeling



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7.2 SOP No.: Making entries in equipment usage and cleaning log sheet.

8.0 ANNEXURE(S):

8.1 NA

9.0 DISTRIBUTION:

9.1 **Master copy** : Quality Assurance

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

9.3 **Reference copy (s)** : Production department (01)

10.0 REVISION HISTORY:

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