



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Conveyor Belt	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 Conveyor Belt.

2.0 SCOPE:

2.1 This procedure is applicable to the Cleaning and Operation of Conveyor Belt used for packing in production department.

3.0 RESPONSIBILITY:

3.1 Technical Associate : Cleaning and Operation of Conveyor Belt

3.2 Officer/ Executive Production : Supervision of Cleaning and Operation

3.3 Head Production : SOP Compliance

3.4 IPQA : Line Clearance

4.0 DEFINITION (S):

4.1 NA

5.0 PROCEDURE:

5.1 CLEANING:

5.1.1 Affix dully filled "UNDER CLEANING" status label on equipment with date and Signature of the Production Officer as per SOP (Status labeling).

5.1.2 Record the cleaning start time in equipment usage log as per SOP (Making entries in equipment usage and cleaning log sheet).

5.1.3 Ensure that the conveyor belt is switched "OFF".

5.1.4 Remove secondary packing material, blister and foil pieces present on the conveyor belt.

5.1.5 Clean the all parts of the conveyor belt, rollers and foot rest with a clean dry lint free duster.

5.1.6 Clean the area near conveyor belt.

5.1.7 Replace the "UNDER CLEANING" status label with "CLEANED" status label with date and sign of the production officer as per SOP (Status labeling).



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5.1.8 Enter the cleaning activity end time in equipment usage log as per SOP (Making entries in equipment usage and cleaning log sheet.).

5.2 OPERATION:

5.2.1 After line clearance from QA, put the 'EQUIPMENT STATUS' label on conveyer belt.

5.2.2 Switch 'ON' the main from electric panel and start the conveyor belt by pressing green push button provided on bottom side of SS conveyer belt.

5.2.3 Enter the operation activity start time in equipment usage log sheet as per SOP (Making entries in equipment usage and cleaning log sheet).

5.2.4 Collect the product coming from the primary packing cubicle over the conveyer belt and check for any defects. Ensure that the checker/inspector should be changed at every four hours during product inspection.

5.2.5 Pack the product as per the instruction in BPR.

5.2.6 Pack the entire production a shipper as per given configuration in BPR.

5.2.7 Switch "OFF" the main from electric panel after completion of work.

5.2.8 Enter the operation activity end time in equipment usage log sheet as per SOP (Making entries in equipment usage and cleaning log sheet).

5.2.9 Affix 'UNDER CLEANING' label on the conveyor belt after completion of batch.

6.0 ABBREVIATION (S):

6.1 BPR : Batch Packing Record

7.0 RERERENCE (S):

7.1 SOP No.: Cleaning of production area.

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

7.3 SOP No.: Status Labeling

8.0 ANNEXURE (S):

8.1 Nil

9.0 DISTRIBUTION:

9.1 **Master Copy** : Quality Assurance

9.2 **Controlled copy (S)** : Production department (02), Quality Assurance (01)



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9.3 **Reference copy (S) :** Production department (02)

10.0 REVISION HISTORY:

S.No.	Version no.	Change Control No.	Reason(s) for Revision	Detail of Revision	Effective Date
01	00	NA	New SOP	NA	