



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Making entries in equipment usage and cleaning log sheet	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for making entries in equipment usage and cleaning log sheet log sheet.

2.0 SCOPE:

This procedure is applicable to making entries in equipment usage and cleaning log sheet in production department.

3.0 RESPONSIBILITY:

Technical Associate, Officer, Executive – Production Department
Manager – Production Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

- 5.1 Record the usage, cleaning, preventive maintenance activity of idle time in the equipment usage and Cleaning log sheet given as annexure-I.
- 5.2 Time shall be recorded in 24 hrs format e.g. For 5:00 PM write 17:00 hrs
- 5.3 Record the time when the equipment is engaged for process.
- 5.4 In case if the equipment is not used on a particular day, then record the date & mention as “No Activity” under activity column.
- 5.5 Record the cleaning of the machine (time & date) after maintenance and preventive maintenance job.
- 5.6 Record cleaning as type ‘A’ (Batch to batch) or type ‘B’ (product to product).
- 5.7 Ensure that there is no overwriting made while entering in the log sheet.
- 5.8 Ensure that all entries made in the log sheet are legible.

6.0 ABBREVIATION(S):

SOP: Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure – I : Equipment usage and Cleaning log sheet



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9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy (s)** : Production department, Quality Assurance.
- 9.3 **Reference copy (s)** : Production Department

