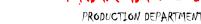
PHARMA DEVILS





STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Receipt of new utensil, SS accessories, SS Bin (Blender) and machine change parts	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Receipt of new utensil, SS accessories, SS Bin (blender) and machine change parts.

2.0 SCOPE:

This procedure is applicable to Receipt of new utensil, SS accessories bin (blender) and machine change parts in Production department.

3.0 RESPONSIBILITY:

Production Officer / Executive: Checking of new utensil, SS accessories bin (blender) and machine change parts

Head Production: SOP Compliance

4.0 **DEFINITION(S):**

Accessories: Sieves, Spatulas, scoops, scrapper, SS ladle, SS jugs, SS buckets, SS pallets, SS containers, In process container, SS trolleys, SS dustbins, SS furniture, SS bin, machine change parts, Silicon breaded Pipe.

5.0 **PROCEDURE**:

5.1 Receipt procedure

- 5.1.1 Receive the new accessories from the receiving bay.
- 5.1.2 Check the SS accessories for abrasions, scratches, deformities, buffing, joints, damage, proper welding, etc.
- 5.1.3 Check the pipe for appearance, cutting etc.
- 5.1.4 Check the Machine change part for machine suitability as per indent and approved drawing of the change part.
- 5.1.5 Clean the new utensil, SS accessories, SS Bin (blender) and machine change parts as per current version of SOP: "Cleaning of utensil, SS accessories, SS Bin (Blender) and machine change parts"
- 5.1.6 Number the new utensil, SS accessories, SS Bin (blender) and machine change parts as per current version of SOP: "Coding of Accessories."

PHARMA DEVILS



PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
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Note: - During inspection if any abnormalities observed, intimate to the engineering and respective Head of department for rectification.

6.0 ABBREVIATION(S):

SS: Stainless Steel

7.0 **REFERENCE**(S):

SOP: Cleaning of utensil, SS accessories, SS Bin (Blender) and machine change parts. SOP: Coding of Accessories.

8.0 ANNEXURE(S):

Nil

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 (03 copies)