



PHARMA DEVILS

PRODUCTION DEPARTMENT

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."



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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

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9.3 **Reference copy (s)** : Production department (03 copies)