



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Lifting and Positioning Device	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 Lifting and Positioning Device.

2.0 SCOPE:

- 2.1. The procedure is applicable to the Cleaning and Operation of Lifting and Positioning Device in Production Department.

3.0 RESPONSIBILITY:

- 3.1. Technical Associate : Operation and cleaning of equipment
3.2. Officer/ Executive Production: Supervision
3.3. Head Production : SOP Compliance
3.4. IPQA : SOP Compliance

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 Ensure that power supply is turned “OFF”.
5.1.3 Clean the lifting and positioning device with dry lint free cloth.
5.1.4 Wipe the surface of lifting and positioning device with 70% v/v IPA solution.
5.1.5 Replace the “UNDER CLEANING” status label with “CLEANED” status label with date and signature of the Production Officer/QA officer as per SOP (“Status Labeling”).

5.2 OPERATION:

- 5.2.1 Ensure “CLEANED” label is dully filled and signed is affixed on the equipment.
5.2.2 Ensure cleanliness of equipment and area. Remove the “CLEANED” label. Affix “UNDER PROCESS” label dully filled.
5.2.3 Switch ‘ON’ the mains (on main panel).



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- 5.2.4 Bring the IPC or Bin perfectly at the front of lifting and positioning device arms.
- 5.2.5 Bring the IPC or Bin to the arm of lifting and positioning device. After insert to the arms fix the locking pin.
- 5.2.6 Push the blue UP button to bring the IPC or Bin at the required height, then with holding of holding arms (attached at both sides of lifting and positioning device), bring the IPC or Bin perfectly on the opening of machine hopper, then down the IPC or Bin by pushing the Yellow push button, bring the perfectly in position.
- 5.2.7 For charging the material to the compression machine, RMG, sifter, multi-mill, inspection Machine, IPC or Bin (for unloading) and in Packing machine ensure that the equipment charging hopper is properly below the butterfly valve of the lifting and positioning device cone. Lock the L&P with the locking pin.
- 5.2.8 Connect the IPC or Bin with hopper by the sleeves.
- 5.2.9 Open the butterfly valve of Bin or IPC when lifting and positioning device come over the charging hopper of the equipment perfectly.
- 5.2.10 After the operation is over close the butterfly valve, remove sleeves, then slightly UP the lifting and positioning device and then with the help of holding arms move the IPC or Bin.
- 5.2.11 By pushing Blue DOWN push button brings the IPC or Bin down to the IPC or Bin stand and perfectly adjust on the stand. Remove the locking pin.
- 5.2.12 Remove and destroy "UNDER PROCESS" label and affix "TO BE CLEANED" label dully filled and signed by production officer on the equipment as per SOP ("Status Labeling").

5.3 Precautions:

- 5.3.1 At the time of movement of IPC or Bin, no material or man movement done below the lifting and positioning device.
- 5.3.2 Before start operation ensures that lifting and positioning device arms lock with locking pin.

6.0 ABBREVIATION (S):

- 6.1 IPC : In Process Containers
- 6.2 IPA : Iso Propyl Alcohol
- 6.3 SOP : Standard Operating Procedure
- 6.4 v/v : Volume/ Volume
- 6.5 BMR : Batch Manufacturing Record



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7.0 RERERENCE (S):

7.1 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)

9.3. **Reference Copy (S)** : Production department (06)

10.0 REVISION HISTORY:

S. No.	Revision No.	Change Control No.	Reason (S) For revision	Details Of revision	Revision Date
01	00		New SOP	NA	