



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

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

2.0 SCOPE:

- 2.1. This procedure is applicable to Cleaning and Operation of Conveyor Belt and Turn Table in Liquid department.

3.0 RESPONSIBILITY:

- 3.1. Technical associate Production: For execution.
- 3.2. Officer/ Executive Production : For checking.
- 3.3. Head Production: shall ensure compliance and implementation of the SOP.

4.0 DEFINITION(S):

- 4.1. NA

5.0 PROCEDURE:

5.1. Cleaning

5.1.1. Cleaning of conveyor belt

- 5.1.1.1. Start the conveyor belt at slow speed.
- 5.1.1.2. Clean the conveyor belt with wet cloth or if required with Teepol solution (0.1% V/V) / SU120 (0.1% V/V) followed by wet and then with dry lint free cloth.
- 5.1.1.3. Clean all the rollers of the conveyor belt with wet cloth followed by dry lint free cloth from the inner side.

5.1.2. Cleaning of turn table

- 5.1.2.1. Start the turn table.
- 5.1.2.2. Clean the turn table top with wet cloth to remove any sticky material.
- 5.1.2.3. Clean the sides of the turn table with wet lint free cloth.
- 5.1.2.4. Dry the complete turn table and VFD with Clean dry lint free cloth.

5.2. Operation



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5.2.1. Operation of conveyor belt

- 5.2.1.1. Ensure that turn table is cleaned.
- 5.2.1.2. After line clearance from QA, put the 'EQUIPMENT STATUS' label on conveyor belt.
- 5.2.1.3. Switch 'ON' the main from electric panel and start the conveyor belt by pressing green push button provided on bottom side of SS conveyor belt.
- 5.2.1.4. Collect the bottles coming from the labeling machine over the conveyor belt.
- 5.2.1.5. Packed the bottles as per the instruction in BPR.
- 5.2.1.6. Switch 'OFF' the main from electric panel after completion of work.
- 5.2.1.7. Affix 'TO BE CLEANED' label on the conveyor belt after completion of batch as per reference SOP, "Status labeling"

5.2.2. Operation of turn table:

- 5.2.2.1. Ensure that turn table is cleaned.
- 5.2.2.2. After line clearance from QA, put the 'EQUIPMENT STATUS' label on turn table.
- 5.2.2.3. Switch 'ON' the turn table pressing green push button / Knob provided on the bottom side of turn table.
- 5.2.2.4. Check the indicator light it should be 'ON'.
- 5.2.2.5. Regulate the speed of turn table by VFD.
- 5.2.2.6. Switch 'OFF' after completion of work.

6.0 ABBREVIATION(S):

- 6.1. SOP : standard operating procedure
- 6.2. No. : Number
- 6.3. BPR : Batch Packing Record
- 6.4. QA : Quality Assurance
- 6.5. NA : Not applicable
- 6.6. VFD : Variable Frequency Drive.

7.0 REFERENCE(S):

- 7.1. SOP: Status labeling.

8.0 ANNEXURE(S):

- 8.1. Nil



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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 (05)

10.0 REVISION HISTORY:

S.No.	Change Control No.	Revision No.	Reason (S) for Revision	Details of Revision	Effective Date
01	NA	00	New SOP	NA	