



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Hot Plate	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 Hot Plate.

2.0 SCOPE:

2.1 This procedure is applicable to Cleaning and Operation of Hot Plate located in manufacturing area.

3.0 RESPONSIBILITY:

3.1 Technical Associate : Cleaning and Operation

3.2 Officer and Executive : Supervision

3.3 Head Production : SOP compliance

4.0 DEFINITION (S):

4.1 NA

5.0 PROCEDURE:

5.1 CLEANING:

5.1.1 Put Off the mains of the Hot Plate.

5.1.2 Ensure that the platform of Hot Plate is empty and no powders are present on the platform.

5.1.3 Clean the platform of Hot Plate with dry lint free cloth.

5.1.4 Clean the Hot Plate before and after melting operation.

5.2 Operation:

5.2.1 Take the material in the SS containers from coating area to punch polishing area in closed condition with dully filled "EQUIPMENT STATUS" status label.

5.2.2 Switch "ON" the mains of Hot Plate, RED indicator glow.

5.2.3 Set the temperature by rotating the knob anticlockwise and clockwise direction. The temperature to be set as per required by the specific material (Range: 0°C to 320°C).

5.2.4 Pour the water/white beeswax/carnauba wax/solution in the SS container whichever solution is prepared.

5.2.5 Place the SS container on the platform of the Hot Plate.

5.2.6 After heating of material, shift the SS container from Punch polishing area to the Manufacturing area in closed condition with dully filled "UNDER PROCESS" status label.



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5.2.7 Switch "OFF" the mains of Hot Plate.

5.3 Precaution:

5.3.1 Set the temperature as per required by the material.

5.3.2 At the time of operation don't touch any part of the machine.

5.3.3 There should be no any punch polishing activity at the time of melting and area should be cleaned.

6.0 ABBREVIATION (S):

6.1 QA : Quality Assurance

6.2 SOP : Standard Operating Procedure

6.3 S.S. : Stainless Steel.

7.0 REFERENCES (S):

7.1 Nil

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 (02)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (s) For Revision	Details of Revision	Effective Date
1.	00	NA	New SOP	NA	