



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of IPC/SS Round Bin Stacker	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP No.: NA

1.0 OBJECTIVE:

1.1 To lay down a procedure for cleaning and operation of IPC/ SS Round Bin Stacker.

2.0 SCOPE:

2.1 This procedure is applicable to Cleaning and Operation of IPC/ SS Round Bin Stacker located in manufacturing area.

3.0 RESPONSIBILITY:

3.1 Technical Associate : Cleaning and Operation of stacker

3.2 Officer and Executive : Execution of activity

3.3 Head Production : SOP compliance

3.4 IPQA Person : Line Clearance activity

4.0 DEFINITION (S):

4.1 NA

5.0 PROCEDURE:

5.1 CLEANING:

5.1.1 Put Off the mains of the IPC/ SS Round Bin Stacker.

5.1.2 Ensure that the platform of IPC/ SS Round Bin Stacker is empty and no IPC/ SS Round Bin are present on the machine.

5.1.3 Clean the control panel with dry lint free cloth.

5.1.4 Clean the outer parts, PU wheel of the IPC/ SS Round Bin Stacker machine with the help of dry lint free cloth followed by 70% v/v IPA solution.

5.2 Operation:

5.2.1 Procedure for Loading of IPC/ SS Round Bin:

5.2.1.1 Switch ON the mains of IPC/ SS Round Bin Stacker.

5.2.1.2 Lock the PU wheel.

5.2.1.3 Open the SS plate form by unlocking the SS Bar which is attached and then put the plate form on the floor.

5.2.1.4 Place the IPC/ SS Round Bin through the plate form to IPC/ SS Round Bin Stacker, then lock the plate form with SS bar to the base.



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- 5.2.1.5 Unlock the PU wheel.
- 5.2.1.6 Adjust the position of IPC loader just below the IPC/ SS Round Bin SS floor window.
- 5.2.1.7 Press the “YELLOW” button to call the respective IPC/ SS Round Bin up.
- 5.2.1.8 Unlock the plate form with SS Bar and put on the SS floor window.
- 5.2.1.9 Unload the respective IPC/ SS Round Bin from the IPC/ SS Round Bin Stacker.
- 5.2.2 **Procedure for Unloading of IPC/ SS Round Bin:**
- 5.2.2.1 Switch ON the mains of IPC/ SS Round Bin Stacker.
- 5.2.2.2 Lock the PU wheel.
- 5.2.2.3 Open the SS plate form by unlocking the SS Bar which is attached and then put the plate form on the SS floor window.
- 5.2.2.4 Place the IPC/ SS Round Bin through the plate form to IPC/ SS Round Bin Stacker, then lock the plate form with SS bar to the base.
- 5.2.2.5 Press the “BLUE” button to call the respective IPC/ SS Round Bin down.
- 5.2.2.6 Unlock the plate form with SS Bar and put on the floor.
- 5.2.2.7 Unload the respective IPC/ SS Round Bin from the IPC/ SS Round Bin Stacker.
- 5.3 **Precaution:**
- 5.3.1 Ensure that SS Bar lock with plate form properly.
- 5.3.2 Before pressing the “YELLOW / BLUE” buttons ensure that the IPC/ SS Round Bin Stacker must be below the SS floor window.
- 5.3.3 Lock the PU wheel of IPC/ SS Round Bin Stacker when loading and unloading of IPC/ SS Round Bin carried out.
- 5.3.4 Wear safety helmet while operating the IPC/ SS Round Bin Stacker machine.

6.0 ABBREVIATION (S):

- 6.1 IPA : Iso Propyl Alcohol
- 6.2 Q.A. : Quality Assurance
- 6.3 SOP : Standard Operating Procedure
- 6.4 IPC : In process Product Container
- 6.5 SS : Stainless Steel.
- 6.6 V/V : Volume / Volume
- 6.7 PU : Poly Urethane



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7.0 REFERENCES (S):

7.1 NA

8.0 ANNEXURE (S):

Annexure no.	Title of Annexure	Format No.	Mode of execution
NA	NA	NA	NA

9.0 DISTRIBUTION (S):

- 9.1 **Master Copy** : Quality Assurance
9.2 **Controlled Copy (S)** : Production department (2), Quality Assurance (1)
9.3 **Reference Copy (S)** : Production department (4)

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	