	PHARMA DEVILS
	Formulation, Research and Development Department

STANDARD OPERATING PROCEDURE

Department: Formulation, Research and Development
Title: Operation and Cleaning of Octagonal Blender
Supersedes: Nil
Issue Date:

1.0   OBJECTIVE:
           To lay down a procedure for operation and cleaning of Octagonal Blender.

2.0   SCOPE:
           This SOP is applicable to Formulations Research and Development.

3.0   RESPONSIBILITY:
3.1   Executive – FR&D for operation and cleaning.
3.2   Group Leader – FR&D will ensure the maintenance.
3.3   Head – FR&D for implementation and compliance.

4.0   DEFINITION(s):
           Not Applicable

5.0   PROCEDURE:
5.1   OPERATION:
5.1.1   Check for the cleanliness of the machine
5.1.2   Remove the lid of the blender for loading the material.
5.1.3   Load the material and replace the lid and tighten the screws.
5.1.4   Attach the blender to the motor shaft.
5.1.5   Close the pipe guard and ensure that the limit switch is pressed. The pipe guard
           should be in horizontal position.
5.1.6   Press the main switch 'ON' on the front panel.
5.1.7   Press 'ESC' key on the program keyboard module.
5.1.8   Press ,   or + key to increase or decrease the parameter values respectively.
5.1.9   Set the parameter value to 58, the corresponding frequency is shown as
           70 on the screen. (This frequency corresponds to approximately 25 rpm)
5.1.10   Press the red button, the values stop flashing.
5.1.11   Press 'SEL' key, the red dot adjacent to 58 flashes.
5.1.12   Then press ,   or + key to increase or decrease the frequency.
5.1.13   Press ↵ (ENTER) key, the dot stops flashing.

5.1.14   Then finally press 'ESC' key.
5.1.15   Turn the A/M SWITCH on the front panel to auto mode. The panel view
           touch sensitive screen displays 'SCREEN 1' (as per FT2RD003/A01).
5.1.16   Press the 'SELECT RECIPE' icon, the panel view displays 'SCREEN 2'
           (as per FT2RD003/A02) with options to enter the product code.
5.1.17   Press the arrow keys ,   + , the pointer < moves to the desired product code.
5.1.18   Press enter key then press 'PRE' icon.
5.1.19   Press the space provided to enter the product name, it flashes then press enter.

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5.1.20	The screen displays the alphabet table.
5.1.21	Select the letters by using = key. Press 'SEL' icon after selecting every letter and then finally press enter.; <
5.1.22	Similarly enter the operator's name.
5.1.23	Press 'NEXT' icon to view 'SCREEN 3'(as per FT2RD003/A03).
5.1.24	Press the space provided for the 'SET TIME' then press enter.
5.1.25	Enter the value in 'seconds' and press enter.
5.1.26	Press 'PRC START' icon to start the blending process.
5.1.27	Press 'PAUSE' icon to pause in between for sometime, then press 'RELEASE PAUSE' to continue the process from the stopped time.
5.1.28	Press 'PRC STOP' to stop the process completely.
5.1.29	Press 'PREV' icon to return to the previous screen.
5.1.30	'SCREEN 4' (as per FT2RD003/A04) displays 'PROCESS END' after completion of blending for the set time.
5.1.31	Finally press 'ACK' icon to acknowledge the completion of process.
5.1.32	Press the red emergency knob on the front panel to stop the process entirely.
5.1.33	Press the 'INCH' button on the panel to turn the blender to the desired position while removing the material.
5.2	**CLEANING INSTRUCTIONS**
5.2.1	Switch off the machine and clean the motor guard with a wet cloth followed by dry cloth.
5.2.2	Separate the blender from the motor shaft and clean with potable water followed by DM water.
5.2.3	Use suitable solvents for dissolving the drug in case of water insoluble materials and then rinse the blender thoroughly with DM water.
5.2.4	Wipe the blender with a clean dry cloth.

6.0   REFERENCE(s)
    Not Applicable

7.0   ABBREVIATION(s)

Abbreviation	Full Description
SOP	Standard Operating Procedure
FR&D	Formulation, Research and Development
DM	Demineralised

8.0   FLOWCHART(s)
    Not Applicable

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9.0   ANNEXURE(s)

Annexure No.	Details/Title of Annexure	Format No. (Current version)
FT2RD003/A01	Screen 1	-
FT2RD003/A02	Screen 2	-
FT2RD003/A03	Screen 3	-
FT2RD003/A04	Screen 4	-
FT2RD003/A05	Equipment log sheet	FT2RD003/F01

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Annexure 01

Screen 01

ENTER PRODUCT CODE   ####

ENTER PRODUCT NAME   ########################

OPERATOR NAME   ########

NEXT   SELECT RECIPE   ENTER TO RECIPE

![Pharma Devils logo]	**PHARMA DEVILS** Formulation, Research and Development Department

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Annexure 02

Screen 02

PRODUCT CODE

SELECT RECIPE AND PRESS ENTER

PRE   MAIN

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Annexure 03

Screen 03

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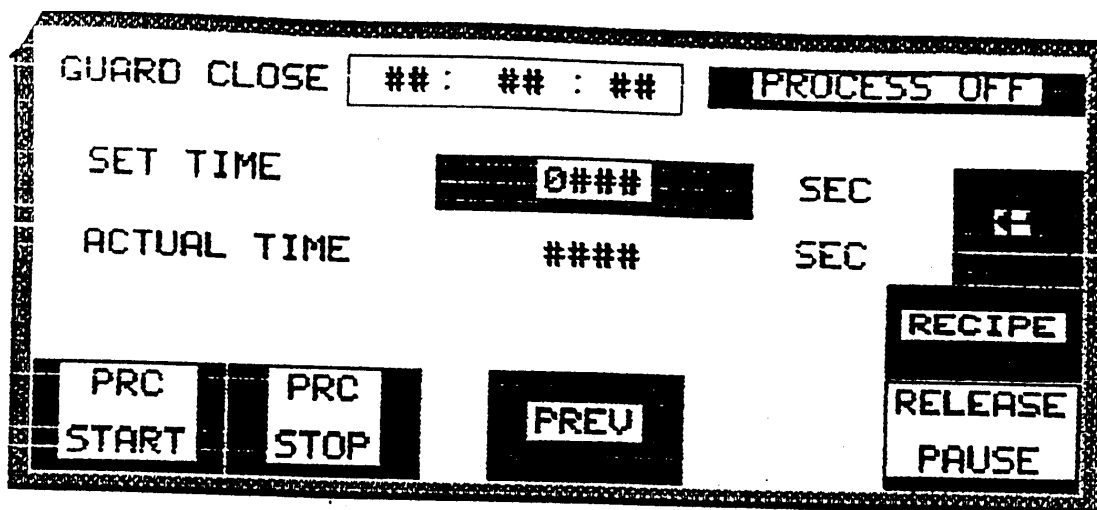**Department:** Formulation, Research and Development

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Annexure 04

Screen 04

PROCESS END

ACK

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Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

Annexure 05

Format of Equipment Log sheet

Equipment Name	:	
Equipment No.	:	
Location	:	
Month & Year	:	

Date	Product	Batch No.	Lot No.	Start Time	Stop Time	Cleaning		Machine break down		Operator	Checked by	Remarks
						From	To	From	To			