

Synthimed Labs Private Limited
Derabassi

Page No. :
Issued by :
Date :

EQUIPMENT CLEANING RECORD

Plant:

Prepared by	Reviewed by	Approved by	Product :	D.C. No. : ECR/MF/____
			Stage :	Revision No. :
				Effective Date :
				Sign./Date :
Executive- Manufacturing	Sr. Manager- Manufacturing	Sr. VP-QA&RA	Cleaning :	Batch No. :

Equipment tag number:

Checked by:

Reviewed by:

Date:
(Manufacturing)

Date:
(Quality Assurance)

Note: Put ✓ on whichever is applicable

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INPUT-DETAILS FOR CLEANING (REACTOR)

Change over:

S. No.	Raw Materials	Unit	Quantity			Ref. Step No.	AR No./Batch No.	Sign/Date	
			Standard	Actual	Gross Wt.			Charged by	Checked by
1.		L							
2.		L							

Remarks, if any:

* If required.

Note: Actual quantity of raw materials shall be taken upto two decimal places (nearest calibrated least count of balance) and solvents shall be taken up to nearest calibrated least count of storage tanks (where is applicable).

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EQUIPMENT CLEANING PROCEDURE (REACTOR)

Change over: Periodic

Step No.	Operation	Qty.	Temp (°C)		Date	Std. Time	Time		Duration	Performed By	Checked By
			Std.	Actual			From	To			
1.											
2.											
3.											
4.											
5.											
6.											
7.											
Remarks, if any:											

Step No.	Operation	Qty.	Temp (°C)		Date	Std. Time	Time		Duration	Performed By	Checked By
			Std.	Actual			From	To			
8.											
9.											
10.											
11.											
	Visually Clean :		YES		NO		Checked by :				

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12.			-			-					
13.			-			-					

Remarks, if any:

Step No.	Operation	Qty.	Temp (°C)		Date	Std. Time	Time		Duration	Performed By	Checked By
			Std.	Actual			From	To			
14.											-
15.											-
	Visually Clean : YES <input type="checkbox"/> NO <input type="checkbox"/> Checked by :										

Remarks, if any:

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CHECKLIST FOR CLEANING OF REACTOR PARTS

1. Visual Inspection

Bottom Area

Clean ☐

Shaft

Clean ☐

Walls

Clean ☐

Agitator

Clean ☐

Top dish

Clean ☐

Inner area of manhole

Clean ☐

Remarks:

Performed by:

Checked by:

Note: Checklist to be filled, if equipment is clean.

Synthimed Labs Private Limited

Derabassi

Format No.: SLPL/F/____

Title

Plant:

Product:	Stage:	D.C. No.:
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Revision No.	Effective Date	Details of Change