 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-027-03	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-027-02	Next Review Date:	31.12.2020
	Department:	Production	Page:	1 of 2
TITLE: OPERATING PROCEDURE FOR MULTIMILL				

1.0 PURPOSE:

To explain how to handle Multi mill at Discovery.

2.0 SCOPE:

This procedure is applicable during the operation of Multi mill in manufacturing process.

3.0 RESPONSIBILITY:


It is the responsibility of the person operating to follow this procedure as written in this SOP.

4.0 DEFINITIONS: Nil

5.0 PROCEDURE :

- 5.1 Wear personal protective Equipment as required.
- 5.2 Ensure that the equipment is cleaned by checking the equipment status card and equipment Log record.
- 5.3 Check the condition of mesh, blades and ensure that they are in good condition.
- 5.4 Switch 'ON' the Multi mill and ensure that there is no abnormal sound from motor and Blades.
- 5.5 Place a pre weighted polythene bag layered container at the discharge port and tie the inner poly bag to the discharge port firmly.
- 5.6 Insert the control plate in between feed Hooper and blades.
- 5.7 Switch on the Multi mill and slowly feed the material with the help of scoop into the feed Hooper then slowly open the control plate and allow flow the material.
- 5.8 Continue the operation till the container is full.
- 5.9 Switch 'OFF' the multi mill. Remove the bag from the discharge port and close with lid, Then tie another pre weighted polythene bag layered container to discharge port firmly.
- 5.10 Continue the operation till completion of material.
- 5.11 After completion of milling change the status as "To be cleaned" in status card.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	T. SudhaMadhuri	G. Venkatesham	Ch. Mahendar Reddy
Department	Production	Production	Quality Assurance

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6.0 FORMATS / ANNEXURE(S): Nil.

7.0 CHANGE HISTORY:

Revision No.	Effective date	Details of Revision	Ref. CCF No.
00	01.01.2011	New SOP is introduced	----
01	01.06.2014	Revised as per current SOP No system & more clear and clarity	----
02	01.01.2017	Procedure elaborated and SOP format changed	PD-CRF-024/16
03	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/ GEN/ 17035

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	T. SudhaMadhuri	G. Venkatesham	Ch. Mahendar Reddy
Department	Production	Production	Quality Assurance

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