 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-015-03	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-015-02	Next Review Date:	31.12.2020
	Department:	Production	Page:	1 of 2
TITLE: EQUIPMENT LOG BOOK				

1.0 PURPOSE:

To have a check over the usage, cleaning and maintenance of the equipment in Discovery.

2.0 SCOPE:

This SOP covers all the equipment logs for reactors, centrifuges, driers, blenders, pulverizes, Sifters, Millers, Microniser, Filters etc... used in the manufacture of different products in Discovery.

3.0 RESPONSIBILITY:

It is the responsibility of the shift supervisor / operator to enter details of equipment usage, maintenance and cleaning in the log book.

4.0 DEFINITIONS: Nil


5.0 PROCEDURE :

- 5.1 All process equipments should have an individual equipment log book to record/track the usage of the respective equipment.
- 5.2 Equipment log shall be maintained year wise i.e new log shall be started from January to December for each year.
- 5.3 Record the details like date, batch number, equipment usage start time and end time along with signature in the equipment log for the following activities.
- 5.4 Write “Under process” if the equipment is being used for manufacturing process.
- 5.5 Under process means the equipment started using for manufacturing of batch i.e. check the cleanliness of the equipment to emptying / unloading of the material from the equipment.
- 5.6 Write “Cleaning” where cleaning process is being performed in the equipment.
- 5.7 Write “Preventive maintenance” where equipment is being used to perform the maintenance work.
- 5.8 Write “Break down” where equipment is under repair.

Note: For the equipment like tanks equipment log are not required.

6.0 FORMATS / ANNEXURE(S):

	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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S. No	Details	Format No. (Current version)
01	Equipment log book	PD015-FM011

7.0 CHANGE HISTORY:

Revision No	Effective Date	Details of Revision	Ref. CCF No.
00	01.01.2009	New SOP is introduced	----
01	01.06.2014	Formats are the part of SOP. So prepared Separately.	----
02	01.01.2017	Procedure elaborated.	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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