1. **PURPOSE:**

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

1. **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.

1. **RESPONSIBILITY:**

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

1. **Definitions:** Nil
2. **PROCEDURE :**
   1. All process equipments should have an individual equipment log book to record/track the usage of the respective equipment.
   2. Equipment log shall be maintained year wise i.e new log shall be started from January to December for each year.
   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.
   4. Write “Under process” if the equipment is being used for manufacturing process.
   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.
   6. Write “Cleaning” where cleaning process is being performed in the equipment.
   7. Write “Preventive maintenance” where equipment is being used to perform the maintenance work.
   8. Write “Break down” where equipment is under repair.

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

1. **Formats / Annexure(S):**

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

1. **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 |