1. **PURPOSE:**

To explain how to handle Multi mill at Discovery.

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:** Nil
2. **PROCEDURE :**
   1. Wear personal protective Equipment as required.
   2. Ensure that the equipment is cleaned by checking the equipment status card and equipment Log record.
   3. Check the condition of mesh, blades and ensure that they are in good condition.
   4. Switch ‘ON’ the Multi mill and ensure that there is no abnormal sound from motor and Blades**.**
   5. Place a pre weighted polythene bag layered container at the discharge port and tie the inner poly bag to the discharge port firmly.
   6. Insert the control plate in between feed Hooper and blades.
   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.
   8. Continue the operation till the container is full.
   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.
   10. Continue the operation till completion of material.
   11. After completion of milling change the status as “To be cleaned” in status card.
3. **Formats / Annexure(S):** Nil.
4. **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 |