	MSG SOP	SOP Standard Operating Procedure	
LINE CLEARANCE AND CHANGEOVER			
SOP #: UCL/IBDMSG/CD/Q/08.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 Years from Effective Date	
	Effective Date:	20 days from Issuance Date.	Page 1 of 10

PURPOSE:

- To establish a standard and uniform way of performing line clearance during change-over and start-up hence eliminating contamination of powder or mix-up of raw materials during changeovers and occurrence of quality incidents.

SCOPE:

This SOP covers all types of changeovers.

- Brand changeover involving different powders
- Same brand, different perfume changeover

RESPONSIBILITY:

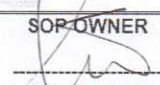

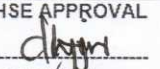
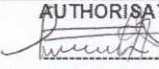
- Shift Leader:** Ensures that all line clearance procedures are executed and documented as per standards and signs off the line clearance and changeover checklists when done.
- Line leader:** Liaises with production planning to set a plan for brand changeovers.
- Area Operators:** Performs line clearance tasks in their area and fills the line clearance checklists
- Satlab Operator:** Issues fresh, Stamped and signed copies of the BPR. Gives go ahead to start production after all line clearance conditions have been met and signs off clearance and changeover checklists when completed

POTENTIAL RISK:

Not Applicable

PROCEDURE:

- All used copies of the Batch production records will be cleared from the line and put into the BPR envelop and unused copies destroyed at every production day.
- Operators must have signed the BPR copies with the current version in order to start production of a given formula.
- Area operators fill the line clearance checklist relevant to their area. Team leaders double checks to ensure that line clearance is executed by ensuring that every item stated in the line clearance checklist is physically checked.

SOP OWNER  Agbada Lawrence Date: 11/02/2022	QA APPROVAL  Alawode Olujide Date: 11/02/2022	HSE APPROVAL  Adebisi Adebayo Date: 11/02/2022	AUTHORISATION  Nadeeb Daramola Date: 11/02/2022
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4. Area operators should ensure all materials that are not needed for the current production are removed from the operations floor.

CHANGE OVER:

During a changeover from Brand A to Brand B, all area owners must;




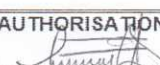
1. Remove all unused copies of Batch Production Records for Brand A from the line and destroy them.
2. The Satlab operator must issue fresh, stamped and signed copies of the BPR of Brand B to the Area operators
3. Control room operator must download a new admix recipe as indicated on the provided formula card of the new formulation
4. Control room operator edit Crutcher and ODOS recipe as appropriate.
5. Control room operator selects the right quality window from the QW-scheduler application ahead of the change-over
6. Control room operator downloads new Crutcher recipe as well as for changes in the blown powder.
7. Control room operator verifies the recipe in-line with formula card
8. Control room operator informs buggy floor operators of the new formulation.
9. Control room operator informs the buggy floor operators to collect the first two (2) buggies as reblend after a perfume changeover.
10. Admix operator drains the perfume line completely of brand A perfume by following the Perfume change over Job Aid during a changeover involving a perfume change.
11. For changeovers without a perfume change, the first buggy as stated in the start-up buggy close out report must be reblended.

REASON FOR CHANGE:

End Of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Training & Qualification
 Attachment 2 – Training Model Answers
 Attachment 3 – Tower change over line clearance checklist
 Attachment 4 -- Admix change over line clearance checklist
 Attachment 5 – Admix line clearance Step-up card
 Attachment 6 – Tower line clearance Step-up card

SOP OWNER  Agbada Lawrence Date: 02-02-2022	QA APPROVAL  Alawode Olajide Date: 11 Feb 2022	HSE APPROVAL  Adebiyi Adegbowin Date: 11/02/2022	AUTHORISATION  Nadeeb Daramola Date: 11/02/2022
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