**LINE CLEARANCE AND CHANGEOVER PROCEDURE**

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**UGEE CHEMICALS LIMITED**

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**TABLE OF CONTENTS**

|  |
| --- |
| **TABLE OF CONTENTS .................................................................................................................................2** |
| 1. **PURPOSE ................................................................................................................................................3** |
| **2.0 SCOPE ......................................................................................................................................................3** |
| **3.0 TERMS & DEFINITIONS ...........................................................................................................................3**  **4.0 RESPONSIBILITY & AUTHORITY……………………………………………………………………………….4** |
| **5.0 POTENTIAL RISK…………………………………………………………………………………………………..4**  **6.0 PERSONAL PROTECTIVE EQUIPMENT(PPE) REQUIRED………………………………………………….4**  **7.0 DESCRIPTION OF ACTIVITIES ..................................................................................................................5** |
| **7.1 Procedure…………………………………… .................................................................................................5** |
| **7.2 Change Over ……………………………........................................................................................................5**  **8.0 RELATED DOCUMENTS & RECORDS……………………………………………………………………………5** |
| **9.0 REFERENCES & ATTACHMENTS .............................................................................................................5**  **Appendix 1………………………………………………………………………………………………………………..5** |
| **Document History ............................................................................................................................................ 6** |
|  |
|  |
|  |

**1.0 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 the occurrence of quality incidents

**2.0 SCOPE**

This SOP covers all types of changeovers.

- Brand changeover involving different powders

- Same brand, different perfume changeover.

**3.0 TERMS & DEFINATIONS**.

Not Applicable.

**4.0 RESPONSIBILITY & AUTHORITY**

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| No. | Position | Description of Responsibility |
| 1. | Shift Leaders | Ensures that all line clearance procedures are executed and documented as per standards and signs off on the line clearance and changeover checklists when done. |
| 2. | Line Leader. | Liaises with production planning to set a plan for brand changeovers. |
| 3. |  Area Operators | Performs line clearance tasks in their area and fills the line clearance checklists |
| 4. |  Satlab Operator | Issue fresh, stamped, and signed copies of the BPR. Gives go go-ahead to start production after all line clearance conditions have been met and signs off clearance and changeover checklists when completed |

**5.0 POTENTIAL RISKS**

Not Applicable

**6.0 PERSONAL PROTECTIVE EQUIPMENT(PPE) REQUIRED**

Not Applicable

**7.0 DESCRIPTION OF ACTIVITIES**

**7.1 PROCEDURE:**

1. All used copies of the Batch production records will be cleared from the line and put into the BPR envelope, and unused copies will be destroyed at every production day.
2. Operators must have signed the BPR copies with the current version to start production of a given formula.
3. Area operators fill the line clearance checklist relevant to their area. Team leaders double-check to ensure that line clearance is executed by ensuring that every item stated in the line clearance checklist is physically checked.
4. Area operators should ensure all materials that are not needed for the current production are removed from the operations floor.
   1. **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 changeover
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 the formula card
8. The control room operator informs buggy floor operators of the new formulation.
9. The control room operator informs the buggy floor operators to collect the first buggy as reblended after a perfume changeover.
10. Admix operator drains the perfume line completely of brand A perfume by following the Perfume Changeover 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.
12. **RELATED DOCUMENTS & RECORDS**

* Training Model Answers
* Training and Qualifications.
* Tower change-over line clearance checklist
* Admix change-over line clearance checklist

**9.0 REFERENCES & ATTACHMENTS**

Not Applicable.

**Appendix 1**

Not Applicable.

**Document History**

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| Date | Description of change | Reviewed by | Version No. |
| 30th Mar. 2025 | First issue of document. | Operations Manager | 1.0 |
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