

SMS Central Lab	STANDARD OPERATING PROCEDURE			
Department	Title: Operation and Usage of Paper shredder (Make: Raj Electricals, Model: SC 2002V TAPER)			
Development quality Assurance				
SOP No.	Supersedes	Effective Date	Next review on (or) before	Page No.
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1.0 OBJECTIVE

To lay down a procedure for “ Operation and Usage of Paper shredder (Make: Raj Electricals, Model: SC 2002V TAPER)”.

2.0 SCOPE

This SOP is applicable to Central Laboratory Analytical Services, Building No.2, First floor, Gagillapur, Hyderabad.

3.0 RESPONSIBILITY

3.1. DQA personnel are responsible to follow the procedure.

4.0 DEFINITIONS

NA

5.0 PROCEDURE

5.1 Precautions:

- 5.1.1 Keep hands away from all moving parts at all time.
- 5.1.2 Do not put finger & metal objects like, screw driver etc.
- 5.1.3 Do not wear loose clothing, jewelry, neckties, or other garments and accessories that can become entangled with moving parts on the machine.
- 5.1.4 Long hair must be tied back.
- 5.1.5 Do not distract an operator while operating a machine.
- 5.1.6 Do not leave machine running without supervision.

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Signature			
Date			

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5.2 Operating procedure:

- 5.2.1 Move the clip on the red button at right side bottom corner of the machine.
- 5.2.2 Press the green button.
- 5.2.3 Turn on reverse/forward switch to forward position.
- 5.2.4 Feed the material near cutter area to shred.
- 5.2.5 Do not feed very thick or heavy quantity of paper altogether. Gradually increase the paper quantity and check if machine can shred, if no load increase then check the number of paper and maintain the same quantity & continue to shred.
- 5.2.6 If, excess material feeded near cutter then machine may get jammed or starter may trip, then in that case start the machine and run the machine in reverse direction through turning reverse forward switch in reverse position and remove excess material and run in forward condition to shred the material.
- 5.2.7 After usage of the machine, Turn off reverse forward switch, press the red bottom and hold it with clip.
- 5.2.8 Clean the cutter with fine brush if some paper etc. sticks to it, please note machine should be in stop position while cleaning the cutter.
- 5.2.9 All obsolete controlled copies of SOPs, test procedures, SOP master list, etc., are destroyed by DQA person through shredder.
- 5.2.10 All draft copies of SOP's, Test procedures, Method validation/ Method verification/method transfer protocols and reports, test reports but not limited... are destroyed by DQA person through shredder.
- 5.2.11 Enter the details in "Paper Shredder Usage Log" (SMSCL-DQA025-F01-00)

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5.2.12 Fade out and blocked documents during the printing/ copying also destroyed by DQA person through shredder.

5.2.13 Shredding done on whenever required.

5.2.14 **Preventive maintenance frequency:** PMP should be done by in-house or external personnel and the frequency is once in a year.

6.0 DOCUMENTATION

6.1 Formats

6.1.1 Specimen format for “Paper Shredder Usage Log” (SMSCL-DQA025-F01-00)

6.1.2 Format of “Change History” – SMSCL-DQA001-F03*.

*Current version to be followed.

6.2 Reference Annexure

NA

7.0 REFERENCES

Manufacturer operation manual

8.0 ABBREVIATION / APPENDIX

SOP : Standard Operating Procedure

DQA : Development Quality Assurance

No. : Number

NA : Not applicable

PMP : Preventive Maintenance Procedure

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