


| | | | | |
|---|-------------------------------------|---|-----------------------------------|--|
|  | Standard Operating Procedure | | SOP Number B-615 | Revision 4 |
| | Accumulation Table | | Effective Date 04/11/23 | Page Page 1 of 2 |
| Written by/ Date M. Buxx 03/09/23 | | Reviewed by/ Date 03/13/23 Samuel Mivellu | | Approved by/ Date K. Buxx 03/14/23 |
| Title: Manufacturing Engineer | | Title: Maintenance Manager | | Title: Quality Assurance Director |

1.0 Purpose

The purpose of this procedure is to define the process for the operation and cleaning of the Accumulation Table.

2.0 Scope

This procedure applies to all accumulation tables in operation at Ion Labs, Inc.

3.0 Responsibility

- 3.1 It is the responsibility of Production (Packaging) personnel to follow this procedure.
- 3.2 It is the responsibility of the Department Supervisor/Manager to implement this procedure and to ensure that the procedure is being followed.
- 3.3 It is the responsibility of Production and/or Maintenance & Engineering to keep this procedure aligned with current practices.

4.0 Definitions

N/A

5.0 References

- 5.1 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment
- 5.2 B-105, SOP, Preparation of Cleaning and Sanitizing Chemicals for Production

6.0 Procedure

6.1 Operation

6.1.1 Turn on the power to the turntable.

6.1.2 Adjust the speed of the turntable by using the variable speed control dial located under the table top surface. Take care when turning the unit on or off while reaching under the top surface.

6.1.3 Make sure that the table is running at a slow to medium speed.

6.2 Cleaning

6.2.1 Prepare cleaning agents as outlined in SOP B-105 Preparation of Cleaning and Sanitizing Chemicals for Production.

6.2.2 Follow SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment to ensure proper cleaning and sanitization are performed for this type of equipment and that these activities are properly documented.

6.2.3 Ensure that the table is off before reaching beneath to clean.

6.2.4 There are no disassembly requirements or unique cleaning instructions for this piece of equipment.

7.0 Revision History

| Revision | Date | Description of Changes | CCR # | By |
|----------|----------|---|------------|------------|
| 0 | 05/27/10 | New | - | - |
| 1 | 05/02/13 | Updated SOP format | 13-300 | B. Mosall |
| 2 | 01/27/16 | Biennial Review: Changed the SOP format, updated the SOP | 15-0943 | P. Zittere |
| 3 | 09/11/19 | Scheduled review: Removed obsolete definitions. Added reference to SOP B-111. | 19-0649 | K. Burris |
| 4 | 03/07/23 | Scheduled review: updated logo and format. Changed responsibilities section. Updated cleaning section and added SOP references. | CC-23-0115 | M. Busse |