

	<b>Standard Operating Procedure</b>		<b>SOP Number</b> B-616	<b>Revision</b> 4
	<b>Conveyor Operation and Cleaning</b>		<b>Effective Date</b> 07/14/22	<b>Page</b> Page 1 of 2
<b>Written by/ Date</b> K. Bunnis 04/10/22		<b>Reviewed by/ Date</b> Janice M. ... 04/10/22	<b>Approved by/ Date</b> S. ... 07/14/22	
<b>Title: Quality Systems Manager</b>		<b>Title: Maintenance Manager</b>	<b>Title: QA Manager</b>	

## 1.0 Purpose

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

## 2.0 Scope

This procedure applies to all conveyors 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 followed.
- 3.3 It is the responsibility of Maintenance and Production Management to keep this procedure aligned with current practices.

## 4.0 Definitions

None

## 5.0 References

- 5.1 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment

## 6.0 Procedure

- 6.1 Conveyor Operation
  - 6.1.1 Turn on the power to the conveyor.

6.1.2 Adjust the speed of the belt by using the speed control dial.

6.1.3 Ensure that the belt is running smoothly. If the belt is running roughly, contact facility personnel for repair.

6.2 Conveyor Cleaning

6.2.1 Refer to SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment to follow the cleaning procedure applicable to this type of equipment.

**Note:** Depending on product, the conveyor belt can be removed and placed in a container with hot water and left to soak.

**7.0 Revision History**

Revision	Date	Description of Changes	CCR #	By
0	05/27/10	New	-	-
1	05/01/13	Updated SOP format.	13-301	B. Mosall
2	05/13/15	Revised cleaning requirements. Changed SOP title. Updated format.	15-0166	M. Wienke
3	01/16/19	Scheduled review: Removed obsolete definitions. Added reference to SOP B-111. Revised section 6.2.	19-0053	K. Burris
4	04/06/22	Schedule review: update logo. Change responsibilities and cleaning sections.	CC-22-0162	K. Burris