

Standard Operating Procedure



SOP# **GM2-004**

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Revision: C

Revision Date: 2/15/2019

Document Change Notice (DCN): <None>

Approvals:	Initial	Date
Director of Quality Compliance	KWB	17JAN21

Title: Line Clearance

Purpose:

Prevent accidental packing of the wrong product(s).

Designation of Responsibilities:

Production Supervisors, Fork Lift Drivers and Production Workers.

Materials Needed:

<None>

Process / Procedure:

1) End of Production

A. Production Line

1. At the end of production of a customer's order clear the line of all materials used for the order. This includes all packaging film, corrugated trays and all source materials.
2. Inventory all materials.
3. Return all materials to the warehouse.
4. Inspect the line for all materials. The supervisor must note the production paper work that a line clearance has been done completely.
Note: Be certain to inspect inside the machine for any products that may have fallen into the machine.
5. Clean the machine and manufacturing area
6. Clean and store any dedicated tooling if applicable as outlined GM0-011

B. Paper Work, Pallet Placards, and Labels

Return all shipping labels, pallet placards, SKU labels or any other supplies related to the project to the proper place, either storage, files, etc.

C. Production and Quality Paperwork

Complete all production paper work and quality paperwork. Return all production paperwork to production management

D. Machinery / Equipment Logs

Title: Line Clearance

File Name:GM2-004C LINE CLEARANCE

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Update all equipment and machinery logs. Some lines have multiple machines and equipment, so there may be several logs requiring update.

2) Production Startup (Daily)

- A. Before starting production check area and machinery for any products, materials and paperwork from any previous production.
- B. Check area for any previous production paperwork. Return it to production management.
- C. Check area for any labels, return labels to label room.

Reference Documents:

AD0-000	SOP TEMPLATE.DOTX
MP0-005	Batch Record Procedure
GMO-011	Storage of Idle Equipment
GM2-005	Customer Products/Containers
DCO-003	Filling in Production Forms and Other Documents

Revision History:

Revision	Date	Description of Change	DCN#
B	29APR17	Added production startup	N/A
C	15FEB19	Added procedure to clean and store dedicated tooling	GM0-011

End SOP: SOP No: GM2-004 Title: Line Clearance

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