Standard Operating Procedure (SOP)

Daily Production and Process Monitoring Routines

This SOP details the **daily production and process monitoring routines**, outlining systematic checks and documentation practices to ensure optimal operational efficiency, product quality, and adherence to safety standards. It covers routine inspection of equipment, verification of production parameters, real-time data recording, identification and resolution of deviations, and communication protocols for reporting anomalies. The objective is to maintain consistent production flow, minimize downtime, and uphold regulatory compliance through vigilant and proactive monitoring.

1. Purpose

To define and standardize the daily routines for monitoring production processes, ensuring product quality, safety, and continuous improvement.

2. Scope

This procedure applies to all production personnel and supervisors engaged in daily operations and monitoring activities within the production facility.

3. Responsibilities

- **Production Operators:** Perform inspections, monitor parameters, record data, and report deviations.
- **Supervisors:** Review documentation, ensure compliance, and initiate corrective actions for reported issues.
- **Maintenance Team:** Support troubleshooting and resolve equipment-related anomalies.

4. Definitions

- **Deviation:** Any departure from approved standards or procedures.
- **Production Parameters:** Set operational values (e.g., temperature, pressure, speed) critical for product quality.
- **Anomaly:** Any unusual or unexpected observation during routine checks.

5. Procedure

1. **Pre-Operation Equipment Inspection**
    - Visually examine equipment for cleanliness, wear, damage, or leaks.
    - Verify safety guards and interlocks are in place.
    - Check calibration status and availability of monitoring instruments.
    - Complete pre-operation inspection checklist and log findings.
2. **Verification of Production Parameters**
    - Confirm that all production parameters are set as per the daily production plan or batch record.
    - Verify raw materials and consumables availability and quality.
3. **Real-Time Data Recording**
    - Continuously monitor and record critical production parameters hourly or as specified.
    - Use approved forms, worksheets, or electronic systems for data entry.
    - Record observations legibly, including date, time, and operator initials.
4. **Process Flow Monitoring**
    - Inspect process flow for material blockages, irregularities, or unexpected process stops.
    - Document any process interruptions and corrective actions taken.
5. **Identification and Resolution of Deviations**
    - Immediately report any deviations or anomalies to the supervisor.
    - Record details of deviation, root cause analysis, and immediate action taken.
    - Implement corrective and preventive actions (CAPA) as necessary.
6. **End-of-Shift Handover and Communication**
    - Conduct a thorough handover briefing between outgoing and incoming operators/supervisors.
    - Communicate unresolved issues, ongoing actions, and areas requiring attention.

6. Documentation

- Daily Inspection Checklist
- Production Log Sheets
- Deviation & Incident Reports
- Handover Logs

7. Safety and Compliance

- Adhere to all facility-specific safety protocols during monitoring routines.
- Use appropriate personal protective equipment (PPE).
- Ensure all records comply with regulatory and quality management requirements.

8. Revision History

Version	Date	Change Description	Author
1.0	2024-06-14	Initial draft	Process Engineering Team

9. Approval

Name	Title	Date	Signature
_____	Production Manager	_____	_____