

Cleaning Matrix - PharmaCap™

| Part | Frequency | | | | | | | |
|---------------------------|--------------------------|---------------------|---------------------|---|--------|---------|---------------------------|-----------------------------|
| | After installing machine | After every use | Before every use | In between products that present a cross contamination risk | Weekly | Monthly | Before placing In storage | After removing from storage |
| Capsule Holding Tray | Clean on machine | Remove from machine | Remove from machine | Remove from machine | N/A | N/A | Remove from machine | Install on machine |
| Cap Locking Plate | Clean on machine | Clean on machine | Clean on machine | Remove from machine | N/A | N/A | Remove from machine | Remove from machine |
| Tamping Plate | Clean on machine | Clean on machine | Clean on machine | Remove from machine | N/A | N/A | Remove from machine | Remove from machine |
| Formulation Scraper | Clean on machine | Remove from machine | Clean on machine | Remove from machine | N/A | N/A | Remove from machine | Remove from machine |
| Sliding Sheet Top Section | Clean on machine | Remove from machine | Clean on machine | Remove from machine | N/A | N/A | Remove from machine | Remove from machine |
| Capsule Body Plate | Clean on machine | Clean on machine | Clean on machine | Remove from machine | N/A | N/A | Remove from machine | Remove from machine |

| Cleaning Level Key |
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| Level 1 - Remove powder |
| Level 2 - Dry clean with cloth |
| Level 3 - Dry clean and re-lubricate if specified in lubrication schedule |
| Level 4 - Wet clean and re-lubricate if specified in lubrication schedule |
| Remove from machine - Take part out of machine and clean if required. Store it correctly or install back into machine. |
| Install into machine - Install part into the machine and make sure that it has been cleaned. If needed, lubricate to the level required. |
| Clean on/in machine - Clean the part while in the machine and do not remove it. Make sure that all contact surfaces are clean to the level required. |

This cleaning matrix is intended as a guide only and is not an exhaustive list. All cleaning schedules will need to be adapted to the industry and product, following industry regulations and the material safety data sheets that come with specific products. Please check with your Food Safety Manager/Department, Quality Control Manager/Department, or other relevant internal departments at your company before using.