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1. Scope

This Standard Operating Procedure (SOP) applies to the staff and students using the Sirman® Cutter C6 vv in the laboratories of the Pharmacy Department, University of Malta.

2. Objective

To describe the procedure for the operation and maintenance of the Sirman® Cutter C6 vv.

3. Definitions

3.1. **Speed Dial Knob**: To set the desired speed of rotation of the blades.

4. Responsibility

4.1. The members of the Department of Pharmacy (staff and students) are responsible for following this SOP.

4.2. The designated Laboratory Officer or Laboratory Assistant is responsible for ensuring that this SOP is followed.

5. Procedure

5.1. **Diagram of Sirman® Cutter C6 vv**

![Diagram of Sirman® Cutter C6 vv](image)

1 – Basin        7 – Feet
2 – Lid          8 – Button Panel
3 – Closing Arm  9 – Speed Dial Knob
4 – Body
5 – Information Plate
6 – Power Supply Cord
5.2. Operation

5.2.1. Place the cutter on an adequately large, well levelled, resistant surface.
5.2.2. Connect the power supply cord to the mains supply.
5.2.3. Set the speed dial knob to zero.
5.2.4. Rotate the closing arm anticlockwise to remove the lid.
5.2.5. Break the solid material to be placed in the basin by hand if it is considerably large.
5.2.6. Load the solid material into the basin and be careful of the two blades.
5.2.7. Fill the basin up to the maximum indicated height when using liquid materials.
5.2.8. Reposition the lid.
5.2.9. Rotate the closing arm to the closed position.
5.2.10. Adjust the speed dial knob to the desired speed.
5.2.11. Press the \([I]\) button to switch on the cutter.
5.2.12. Load additional materials through the upper hole, if necessary, when the cutter is already active.
5.2.13. Allow the cutter to operate for the desired period of time.
5.2.14. Adjust the speed dial knob to the \([0]\) position and press the red stop button \([o]\) to stop the cutter.

5.3. Maintenance

5.3.1. Set the speed dial knob to the \([0]\) position.
5.3.2. Disconnect the power supply before starting any form of maintenance activity.
5.3.3. Sharpen the rotating blades if they are not cutting properly.

5.3.4. Sharpening the Rotating Blades

5.3.4.1. Rotate the closing arm anticlockwise to remove the lid.
5.3.4.2. Remove the rotating blade holder.
5.3.4.3. Use and manipulate the sharpening stone from the inside to the outside of the blade edges until the edges are revived.
5.3.5. Cleaning

5.3.5.1. Clean the outside surface using a moist cloth with a mild cleaning agent.
5.3.5.2. Rotate the closing arm anticlockwise to remove the lid.
5.3.5.3. Pull out the blade holder and the basin.
5.3.5.4. Clean the lid, rotating blade holder and the basin with water and a mild cleaning agent.
5.3.5.5. Dry all the components properly before using the cutter.
5.4. Flow Charts

5.4.1. Operation

Start

Place cutter on an adequately large, well-levelled, resistant surface

Connect power supply cord to mains supply

Set speed dial knob to zero [0]

Rotate closing arm anticlockwise to remove lid

Is material solid

Yes

Is material considerably large

Yes

Break by hand prior to be placed in basin

Load material into basin and be careful of the 2 blades

Reposition lid

Rotate closing arm to the closed position

Adjust speed dial knob to the desired speed

Fill basin with liquid material up to the maximum indicated height

No

No

Yes
1. Press [I] button to switch on the cutter

   Need to add additional materials
     Yes
     Load through upper hole

   No

   Allow cutter to operate for the desired period of time

   Adjust speed dial knob to [0] position and press the red stop button [o] to stop the cutter

   End
5.4.2. Maintenance

Start

Set speed dial knob to [0] position

Disconnect power supply

Need to sharpen blades

Yes

Rotate closing arm anticlockwise to remove lid

Remove rotating blade holder

Use and manipulate sharpening stone from the inside to the outside of blade edges until they are revived

No

Outside surface needs cleaning

Yes

Use a moist cloth with a mild cleaning agent

No

Need to clean lid, blade holder and/or basin

Yes

Rotate closing arm anticlockwise to remove lid

Pull out blade holder and basin

Clean with water and a mild cleaning agent

Dry all components properly before further use

No

End
6. Precautions

6.1. If signs of malfunction are shown during operation, refrain from using cutter and call an appropriate service centre.
6.2. Do not introduce fingers into the upper hole when the cutter is in operation.
6.3. The cutter will not work if the lid is not properly closed.
6.4. To avoid accidents during operation, the body of the operator must be perpendicular to the working table and the hands must not force on the machine or stop its movements.
6.5. Do not lean on the cutter.
6.6. Avoid direct contact with the cutter whilst this is in operation.
6.7. Use appropriate gloves when handling the rotating blade holder.
6.8. Do not operate the cutter at low speeds for long periods of time.
6.9. Cutter is to be cleaned thoroughly each time it is used.
6.10. Do not use high pressure jets of water or brushes to clean the equipment since these are likely to damage the surface of the cutter.

7. References


8. Appendices

N/A

9. Revision History

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<tr>
<th>Version Number</th>
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</thead>
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