



**Title: Preventive Maintenance of Measuring Cup Placement Machine**

<b>SOP No.:</b>		<b>Revision No.:</b>	00
<b>Effective Date:</b>		<b>Supersedes No.</b>	Nil
<b>Review Date:</b>		<b>Page No.</b>	1 of 3

**1.0 OBJECTIVE**

1.1 To describe a procedure for the preventive maintenance of measuring cup placement machine.

**2.0 SCOPE**

2.1 This procedure applies to the Engineering department.

**3.0 RESPONSIBILITY**

3.1 Engineering

**4.0 ACCOUNTABILITY**

4.1 Plant Head

**5.0 REFERENCE (S)**

5.1 In-house.

**6.0 PROCEDURE**

6.1 Procedure for mechanical work:

6.1.1 Switch off the power supply of the machine and put "under maintenance" label.

6.1.2 Check for vibrator assembly.

6.1.3 Check the alignment of complete path of the measuring cup.

6.1.4 Check the alignment of the measuring cup holder.

6.1.5 Check for the tension of various springs.

6.1.6 Check the height of the bottle and alignment with the conveyor belts.

6.1.7 Check the alignment of the measuring cup pressing machine.

6.1.8 Check the height of the belt of measuring cup presser with the bottle & tightness of the measuring cup above bottles.

6.2 Procedure for electrical work:

6.2.1 Check the motor connections and direction.

6.3 Procedure for trial run:

6.3.1 Switch on the main power supply.

6.3.2 Start the machine as per the SOP.

6.3.3 Check & record the observations as per Annexure No.1.

6.3.4 Remove "under maintenance" label & affix the preventive maintenance status tag and inform the concerned department.

6.4 Frequency of preventive maintenance is monthly.

**7.0 HISTORY**

7.1 Details are given below.

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE
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# PHARMA DEVILS

ENGINEERING DEPARTMENT

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**8.0 ABBREVIATIONS:** The abbreviations used in the SOP are as follows:

- 8.1 SOP - Standard Operating Procedure
- 8.2 No. - Number
- 8.3 QA - Quality Assurance



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## ANNEXURE-I

### PREVENTIVE MAINTENANCE CHECK LIST FOR MEASURING CUP PLACEMENT MACHINE

Equipment ID No. \_\_\_\_\_

Date: \_\_\_\_\_

S.No.	Particulars	Done/Not Done	Remarks
1	Check the vibrator assembly.		
2	Check motor for alignment & direction.		
3	Check all electrical connections.		
4	Check the height of the bottle and alignment with the conveyor belt.		
5	Check the tension of various springs.		
6	Check the alignment of measuring cup holder arms.		

\_\_\_\_\_  
Done by  
(Sign & date)

\_\_\_\_\_  
Checked by  
(Sign & date)