STANDARD OPERATING PROCEDURE

Department: Production	**SOP No.:**
Title: Operation and Cleaning of Nimach Code Printer Machine (NIMACH)	**Effective Date:**
Supersedes: Nil	**Review Date:**
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1.0   OBJECTIVE:

To lay down the procedure for Operation and Cleaning of Nimach Code Printer machine (NIMACH).

2.0   SCOPE:

This Procedure is applicable to Operation and Cleaning of Nimach Code Printer machine for packing activity.

3.0   RESPONSIBILITY:

Technical Associate: Cleaning and Operation

Production: Officer/Executive/Assistant Manager

Head Production: To ensure execution & compliance.

4.0   PROCEDURE:

4.1   Cleaning Procedure:

4.1.1   Ensure that the main power supply is put "OFF".

4.1.2   Remove "TO BE CLEANED" label and affix "UNDER CLEANING" label to the machine.

4.1.3   Clean the outer part of the machine and utility cables with dry lint free cloth.

4.1.4   Clean the transfer roller and inking roller with the help of lint free cloth dipped with Thinner manually by rotating the hand wheels.

4.1.5   Replace the channel guides and open guides at its original position and adjust it for proper movement of cartons

4.1.6   Affix the "CLEANED" label and remove the "UNDER CLEANING" label from the machine.

4.1.7   Enter the start time and end time of cleaning in equipment usage log sheet as per SOP.

4.1.8   Clean the area as per SOP.

4.2   Machine setting: channel guides (for open flap cartons)

4.2.1   Ensure that the main switch is in "OFF "position before setting of Machine.

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4.2.2   Set the guides channel at the center of feed wheel so that the outer flaps of the cartons should be well guided in the track of the channel guide.

4.2.3   Set the carton pusher with side guide supports in such a way that the inside flaps should be guided in the side guard support, so that cartons freely come down for Overprinting.

4.3   Machine setting : open guides(For lock bottom cartons)

4.3.1   Use the open type angle guides in place of channel close type guide for the locked bottom cartons .The lock bottom side of the such cartons should run in the open type guides.

4.4   **Pusher adjustment :**

4.4.1   Put one carton on carton pusher and take the pusher to the extreme point backward movement by hand. Adjust the feed rubber infeed wheel in such a way to start to pick carton placed, then loose the pusher from back side and fix the same so that front lip of the pusher touches to the back edge of the carton.

4.5   **Deflector roller :**

4.5.1   Adjust the middle support gear and ring gear on pinch roller in such a way both deflector rollers should be in contact with top plate, with equal pressure.

4.6   **Setting rubber stereos and registration :**

4.6.1   Rubber stereo should be affixed on the printing block. Remove the printing head block, and then fix the double side adhesive tape on the radical surface.

4.6.2   For carton printing loose the timing gear, then turn feed chain gear knob to bring the carton to position below the printing head.

4.6.3   Turn the hand wheel knob to bring printing head in to register with carton. Tighten the timing gear will lock the drive gear and printing insure uniformity.

4.6.4   Accordingly the inking roller and distribution roller should be below the printing head. Adjust the retard screw knob to cause one carton at a time to be feed from hopper.

4.7   Operation Procedure:

4.7.1   After line clearance from QA, Replace the "CLEANED" status label with "UNDER PROCESS" status label with date and signature of the production officer.

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4.7.2 Switch "ON" the electric supply and operate the machine, if there are any abnormalities, then stop the machine and reset it.

4.7.3 For feeding of cartons Check feed rubber, carton brackets should be set at rear edge of the cartons and touching the lip of retard rubber.

4.7.4 Ensure that pusher should come in contact of the lower edge of the carton.

4.7.5 Set the timing of cartons so that feed rubber starts picking of the cartons.

4.7.6 Check the cleanliness of sensor and Remove the Rejected cartons from the line and put into the Rejection bin.

4.7.7 Destroy the rejected carton by tearing in to pieces after completion of batch.

4.7.8 Enter the start time and end time of operation in equipment usage log sheet as per SOP.

4.8   Precaution and check points:

4.8.1 Oil to the cam fixed on registering chain wheel.

4.8.2 Ensure that cartons are not stick to each other While running.

5.0   ANNEXURE (S):

Nil

6.0   REFERENCE (S) :

SOP: Procedure for area line Clearance.

SOP: Status Labeling in Production Dept.

SOP: Preparation, approval, distribution control, revision and Destruction of Standard Operating Procedure (SOP).

7.0   ABBREVIATION (S) /DEFINITION (S) :

QA   : Quality Assurance.

SOP   : Standard Operating Procedure.

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REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No
1	00	----	----	New SOP	---