



Title: Preventive Maintenance of Capping Machine

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	1 of 3

1.0 OBJECTIVE:

To describe a procedure for the preventive maintenance of Capping Machine.

2.0 SCOPE:

This procedure applies to the Engineering department.

3.0 RESPONSIBILITY:

Engineering

4.0 ACCOUNTABILITY:

Plant Head

5.0 REFERENCE (S):

In-house.

6.0 PROCEDURE:

6.1 Procedure for mechanical work:

- 6.1.1 Switch off the machine and put "Under Maintenance" label as per SOP.
- 6.1.2 Open the rubber pads of machine.
- 6.1.3 Check the alignment of rubber holder and slots in acrylic plate.
- 6.1.4 Check whether any bottle or unwanted material is struck between the slots.
- 6.1.5 Check whether any capping arm is loose.
- 6.1.6 Check the spring and its tension

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.

6.4 Procedure of handover of the machines.

- 6.4.1 Remove under maintenance label & affix "Preventive maintenance tag" and inform the concerned department.

6.4 Frequency of preventive maintenance is monthly.

7.0 HISTORY:

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE



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

- SOP - Standard Operating Procedure
- No. - Number
- QA - Quality Assurance



PHARMA DEVILS

ENGINEERING DEPARTMENT

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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR CAPPING MACHINE

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1.	Switch off the machine from the panel.		
2.	Check the bottom rubber pad and cap tightening rubber.		
3.	Check whether any capping arm is loose and do the lubrication if required.		
4.	Check the spring and its tension.		
5.	Check the driving chain and sprocket for any damage.		
6.	Check the motor connections and direction.		

Done by
(Sign & date)

Checked by
(Sign & date)