



Title: Preventive Maintenance of Infra Red Dryer

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

1.0 OBJECTIVE

1.1 To describe a procedure for the preventive maintenance of infra red dryer.

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 to the machine and put "under maintenance" label.

6.1.2 Check for the wear and tear of PU coated castor wheels. If required, replace.

6.1.3 Check for the smooth UP / DOWN movement of the umbrella; grease the guide rails/rollers assembly; if required.

6.1.4 Clean the filter as per respective SOP.

6.2 Procedure for electrical work:

6.2.1 Tighten the loose wire and connection of plug.

6.2.2 Clean the operation of the controller.

6.2.3 Clean the surface of heater (IR) by lint free cloth.

6.2.4 Check heater bank for loose electrical connections.

6.3 Procedure for trial run:

6.3.1 Switch on the power supply.

6.3.2 Take the trial of machine by running the machine as per SOP of operation.

6.3.3 Check & record the observations as per Format.

6.4 Procedure for handover of the machines:

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

6.5 Frequency of preventive maintenance is once in two months.

7.0 HISTORY

7.1 Details are given below.

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE



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 INFRA RED DRIER.

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Cleaning of machine.		
2	Check for the smooth functioning of the machine.		
3	Check heater bank for loose electrical connection.		
4	Check blower for loose electrical connections.		
5	Clean the filter.		
6	Cleaning of PU coated wheels and their brackets.		
7	Check all the fasteners.		
8	Check all the electrical connections.		

Done by
(Sign & date)

Checked by
(Sign & date)