



Title: Preventive Maintenance of Packing Conveyor

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 packing conveyor.

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 Clean and lubricate the chain.

6.1.3 Check the oil level in reduction gearbox, if required top up by using servo 90.

6.1.4 Check the movement of roller & idlers.

6.1.5 Check the tension of the belts & adjust if it is loose.

6.2 Procedure for electrical work:

6.2.1 Clean the operation of the motor.

6.2.2 Clean the electrical contactor of the main motor.

6.3 Procedure for trial run:

6.3.1 Switch on the power supply.

6.3.2 Run the belts as per the SOP.

6.3.3 Check & record the observations as per Annexure-I.

6.4 Procedure for handover of the machine:

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

6.6 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 PACKING CONVEYOR.

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Cleaning of belt & entire machine.		
2	Check for the smooth functioning of the machine.		
3	Cleaning of complete machine.		
4	Oiling the moving parts		
5	Checking of all fasteners		
6	Checking of all electrical contents		
7	Greasing of gearbox of geared motor.		

Done by
(Sign & date)

Checked by
(Sign & date)