



**Title:** Preventive Maintenance of Shipper Packing 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 shipper packing machine ITW-SIGNOD (model-4AM).

**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 the roller arm assembly.
  - 6.1.3 Check alignment for rollers.
  - 6.1.4 Check the spring tension.
  - 6.1.5 Check the height-adjusting knob.
  - 6.1.6 Check grease in the rollers.
- 6.2 Procedure for electrical work:
- 6.2.1 Check and tighten all the electrical connections.
  - 6.2.2 Check the proper earthing.
- 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-I.
  - 6.3.4 Remove under maintenance label & affix Preventive maintenance status label 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



# PHARMA DEVILS

ENGINEERING DEPARTMENT

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

- 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 SHIPPER PACKING MACHINE MODEL 4AM

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

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

S.No.	Particulars	Done/Not Done	Remarks
1	Check roller arm assembly.		
2	Check alignment for rollers.		
3	Check all electrical connections.		
4	Check the height adjustment knob.		
5	Others.		

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

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