



Title: Preventive Maintenance of Tablet Inspection Machine

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
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1.0 OBJECTIVE

1.1 To describe a procedure for the preventive maintenance of Tablet inspection machine.

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 of the machine and put “under maintenance” label.
- 6.1.2 Clean and lubricate the motor bearing.
- 6.1.3 Check belt tension and if required tighten the same.
- 6.1.4 Check foot paddle whether, working or not.

6.2 Procedure for electrical work:

- 6.2.1 Clean the panel with blower.
- 6.2.2 Check the operation of the limit switch.

6.3 Procedure for trial run:

- 6.3.1 Switch on the power supply.
- 6.3.2 Run the machine as per the SOP.
- 6.3.3 Check & record the observations as per Annexure-1.

6.4 Procedure for handover of machines:

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

6.5 Frequency of preventive maintenance is once in two months.

7.0 HISTORY

7.1 Details are given.



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SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

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 TABLET INSPECTION BELTS

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1.	Check electrical connections.		
2.	Check moving parts of belts if required do the lubrication of the parts.		
3.	Checking of the conveyer belt.		

Done by
(Sign & date)

Checked by
(Sign & date)