



Title: Preventive Maintenance of Labeling 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 labeling 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 Checking of compressed air filter regulator & any air leakage.
- 6.1.3 Checking of all moving parts & do the greasing & oiling on the required positions.

6.2 Procedure for electrical work:

- 6.2.1 Checking of sensors.
- 6.2.2 Checking of printing machine.
- 6.2.3 Checking all connections of machine & PLC.

6.3 Procedure for trial run:

- 6.2.1 Switch on the power supply.
- 6.2.2 Check the setting of the machines.
- 6.2.3 Check & record the observations as per Annexure No-1.
- 6.2.4 Remove “under maintenance” label & affix the preventive maintenance status tag 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



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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



PHARMA DEVILS

ENGINEERING DEPARTMENT

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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR LABELING MACHINE

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Checking of sensors.		
2	Greasing of all moving parts.		
3	Checking of electrical connection.		
4	Check the conveyor belt for any damage.		

Done by
(Sign & date)

Checked by
(Sign & date)