STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	**SOP No.:**
Title: Operation and Cleaning of Auto pack Shrink Wrapping Machine	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0   OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Auto-pack Shrink Wrapping Machine.

2.0   SCOPE:

This procedure is applicable to the Operation and Cleaning of Auto-pack Shrink Wrapping Machine used in External Preparation Area.

3.0   RESPONSIBILITY:

Production: Associate/Officer/Executive/Assistant Manager

Head Production: To ensure execution & compliance

Head QA: To ensure the compliance

4.0   PROCEDURE:

4.1   Machine set

4.1.1.   Turn on main power and air supply of Auto-pack Shrink Wrapping Machine.

4.1.2.   Lamp is on and touch screen of HMI starts scrolling. Wait for main page.

4.1.3.   Ensure that the entire emergency switch is released.

4.1.4.   Set the required temperature of welding bar and shrink tunnel through temperature controller. Put the password on key icon shown in HMI.

4.1.5.   Set the required stacking height as per pack size requirement through HMI.

4.1.6.   Load correct size film roll on to the machine. Roll should be in middle of machine and in line with other roll use for proper positioning of rolls.

4.1.7.   Thread the film as per diagram shown on the side of the control panel and do manual sealing first.

4.1.8.   Change the pusher and lifter plate as per pack size.

4.1.9.   Adjust carton in feed conveyor guide according to carton length.

4.2   Operation

4.2.1.   After the line clearance from QA, affix the 'UNDER PROCESS' label on shrink Packing

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Machine.

4.2.2.   Enter the operation activity start time in equipment usage log sheet as per SOP………………..

4.2.3.   Switch 'ON' the main power supply and air supply of Auto-pack shrink Machine. Lamp is on and touch screen of HMI starts scrolling. Wait for main page.

4.2.4.   Ensure the entire emergency switches are released.

4.2.5.   Ensure all doors are closed.

4.2.6.   Press step up green button so that the pre heating of welding bar and tunnel starts and tunnel conveyor will be started.

4.2.7.   Wait till set value of the temperature in controller is achieved.

4.2.8.   In case new shrink film roll is loaded Re thread the film and do a manual seal. Press the alarm reset yellow button again.

4.2.9.   Press step up green button to run machine for continue operation.

4.2.10.   Enter the operation activity end time in equipment usage log sheet as per SOP No.: ………….

4.2.11.   Affix dully filled "TO BE CLEANED" status label on equipment with date and Signature of the Production Officer.

4.3   CLEANING

4.3.1.   Enter the cleaning activity start time in equipment usage log sheet as per SOP No.:…………..

4.3.2.   Ensure that the shrink Packing Machine is switched 'OFF'.

4.3.3.   Remove the remains of previous batch material present on the shrink Wrapping Machine

4.3.4.   Clean the all parts of the shrink Packing Machine with a clean dry lint free duster.

4.3.5.   Replace the" TO BE CLEANED" status label with "CLEANED" status label with date and sign of the production and QA officer.

4.3.6.   Enter the cleaning activity end time in equipment usage log sheet as per SOP No.:……………..

5.0   ANNEXURE (S):

Nil

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6.0   REFERENCE (S):

SOP- Procedure of filling of Equipment Log book.

SOP-Preparation, approval, distribution control, revision and Destruction of Standard

Operating Procedure.

7.0   ABBREVIATION (S) / DEFINITION (S):

BPR : Batch Packing Record

HMI : Human Machine Interface

SOP : Standard Operating Procedure

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S)FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	---	---	New SOP	---