



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operating and Cleaning Procedure for Carton Coding Machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Carton Coding Machine.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Carton Coding Machine.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

BPR Batch Packaging Record
ID No. Identification Number
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPEARTION:

6.1.1 Set the guide plates and pusher plate.

6.1.2 Move the side roller and check whether the cartons are moving freely or not.

6.1.3 Set the stereo having coded matter as per batch requirement, adjust printing at proper place by rotating the side roller.

6.1.4 Take two coded carton as specimen and get it approved by Production and QA personnel after that attach one such carton in BPR and another in coding register provided at coding section.

6.1.5 Ensure that machine is clean.

6.1.6 Switch on the mains & switch on the coding machine.

6.1.7 After completion of batch switch off the machine and main remove the remaining ink from ink drum and stereo from stereo drum, and submit used stereos to Production officer.

6.1.8 Record the operation details in “**Equipment Log**” in **Reference SOP**.

6.1.9 After Operation clean the machine.

6.2 CLEANING:

6.2.1 “Switch Off” the Machine.



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- 6.2.2 Remove the stereo from stereo drum.
- 6.2.3 Remove the guard plates from the machine and clean it.
- 6.2.4 Remove remaining ink from ink roller using thinner solution.
- 6.2.5 Wipe off the pusher plate, guard plate & stereo roller using lint free cloth by 70% IPA solution.
- 6.2.6 Check the cleanliness of surrounding area.
- 6.2.7 Clean the coding machine daily / or after batch change over.
- 6.2.8 Record the cleaning details in “**Equipment Log**” in **Reference SOP**.

7.0 ANNEXURES:
Not Applicable.

ENCLOSURE: SOP Training Record

- 8.0 DISTRIBUTION:**
- Controlled Copy No.01 Quality Assurance
 - Controlled Copy No.02 Production
 - Master Copy Quality Assurance

9.0 REFERENCES:
Not Applicable.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change control No.	Details of Changes	Reason for Change	Effective Date	Updated By