



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation and Cleaning of Air Jet Cleaning Machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Air jet cleaning machine.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Air jet cleaning machine.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

IPA	Iso Propyl Alcohol
Ltd.	Limited
MCB	Miniature Circuit Board
No.	Number
PO	Production Ointment
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS AND CHECK POINTS:

- 6.1.1 Ensure that proper electric supply is provided to the machine.
- 6.1.2 Ensure the cleanliness of the machine, & surrounding area is free from any unwanted materials or balance materials of previous products.
- 6.1.3 Ensure that all removable panels of machine are at the specified place.
- 6.1.4 Check the pressure range of Compressed air,

6.2 MACHINE SETTING & OPERATION:

- 6.2.1 Before start the Air jet cleaning Machine set the required change parts.
- 6.2.2 Check the electrical main supply of Air jet cleaning Machine.
- 6.2.3 Start the main MCB (inside the panel).
- 6.2.4 Start main switch of Power Supply.



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation and Cleaning of Air Jet Cleaning Machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.3 OPERATION:

- 6.3.1 Start the De-Cartooning procedure in De-Cartooning Area as per SOP.
- 6.3.2 Transfer the bottle & Jar to inbuilt turntable of Air jet cleaning Machine.
- 6.3.3 Bottle transfer to Inverter-1 by Star wheel for cleaning.
- 6.3.4 After reaching the cleaning section air nozzles starts to flush the air inside towards the Bottle and simultaneously vacuum will suck the particles in Inverter-2, disturbed by the air.
- 6.3.5 Enter the operation details in Equipment Log in **Reference SOP.**

6.4 CLEANING:

- 6.4.1 Switch “OFF” the Machine.
- 6.4.2 Remove the side guard.
- 6.4.3 For stain mop the machine outer surface 70% IPA solution.
- 6.4.4 Make an entry of Cleaning Time in Equipment Log in **Reference SOP.**

7.0 ANNEXURES:

Not Applicable.

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Party Manual

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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