



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation and Cleaning of Automatic Sticker Labeling Machine	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Automatic Sticker labeling machine.

2.0 SCOPE:

This SOP is applicable during Operation & Cleaning of sticker labeling Machine in Ointment Section.

3.0 RESPONSIBILITY:

Officer / Executive- Production.

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPR	Batch Packing Record
BPCR	Batch Production and Control Record
Ltd.	Limited
PLC	Programme Logic Controller
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS:

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 OPERATION: Operate the Automatic Sticker labeling machine as per below given procedure.

6.2.1 PROGRAMMABLE LOGIC CONTROL (PLC) OPERATION SYSTEM:

LOGIN SCREEN: During Power ON Control HMI then navigate Log In screen on display HMI.

to enter specified user level User & password.



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6.2.2 After login the screen Main menu will display.



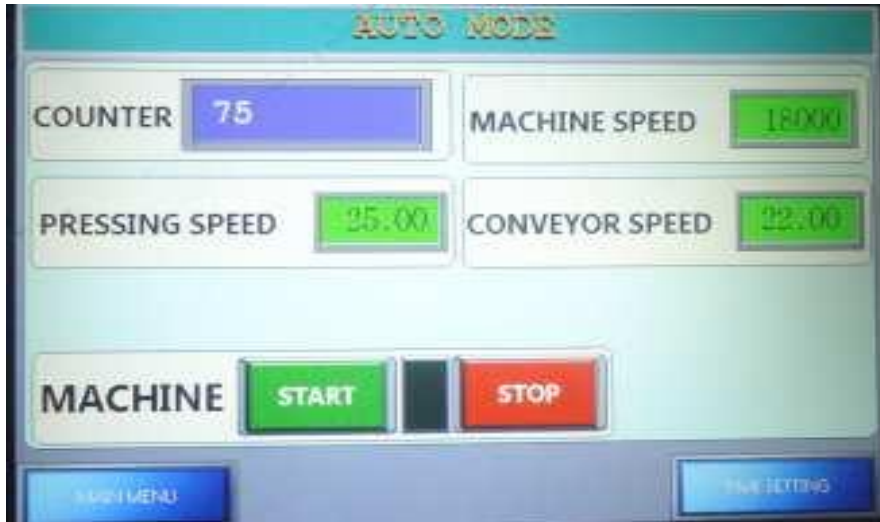
- **AUTO:** Navigate to the **Automatic Mode**.
- **MANUAL:** Navigate to the **Manual Mode** screen.
- **TIME ENTRY:** Navigate to the **Time Entry** screen.
- **I/O STATUS:** Display Input & Output Status on Machine.

6.2.3 After pressing 'Auto' button below screen is open.



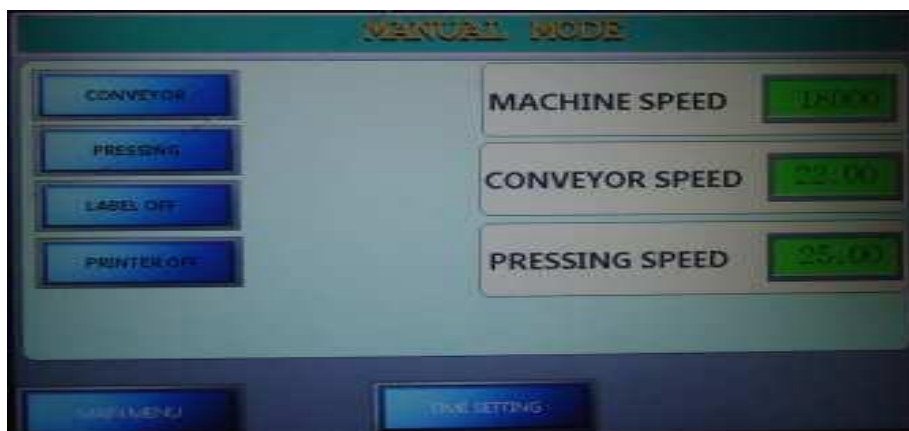
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- **COUNTER:** Show total counter of production.
- **MACHINE SPEED:** Show machine speed.
- **PRESSING SPEED:** To increase & decrease pressure of Massage belt.
- **CONVEYOR SPEED:** Show speed of conveyor Belt.
- **START /STOP BUTTON:** To start & stop the machine.

6.2.4 After pressing 'Manual' button below screen is open.



- **CONVEYOR:** Navigate to the Conveyor speed of Machine.
- **PRESSING:** Navigate to operate the Massage belt.
- **LABEL OFF:** To turn off the label Function of machine.

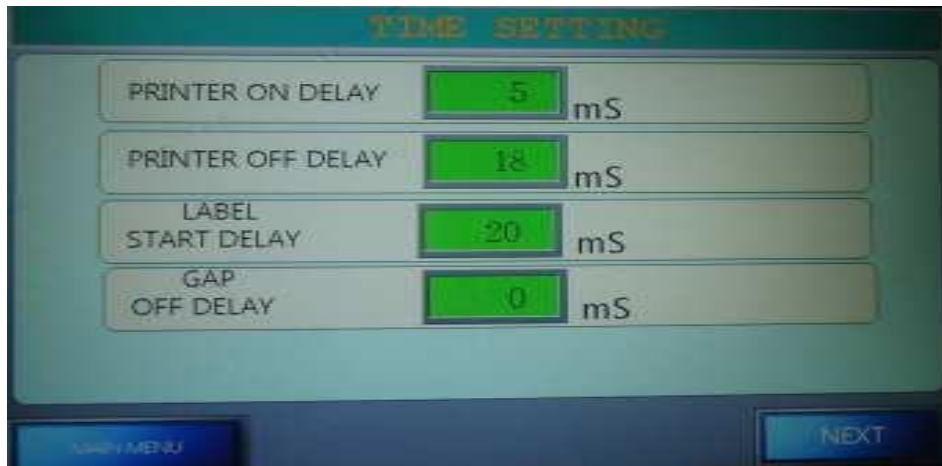


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- **PRINTER OFF:** To turn off the printer Function of machine.
- **MAIN MENU:** Navigate to the Main Menu.
- **TIME SPEED:** Navigate to the Timing speed of the machine.

6.2.5 After pressing 'TIMING SETTING' button below screen is open.



- **PRINTER ON DELAY:** To turn on the Delay of printer.
- **PRINTER OFF DELAY:** To turn off the Delay of printer.
- **LABEL START DELAY:** To start the Delay of label.
- **GAP OFF DELAY:** To turn off the gap Delay of label.
- **MAIN MENU:** Navigate to the Main Menu.

6.2.6 After pressing 'I/O SETTING' button below screen is open.



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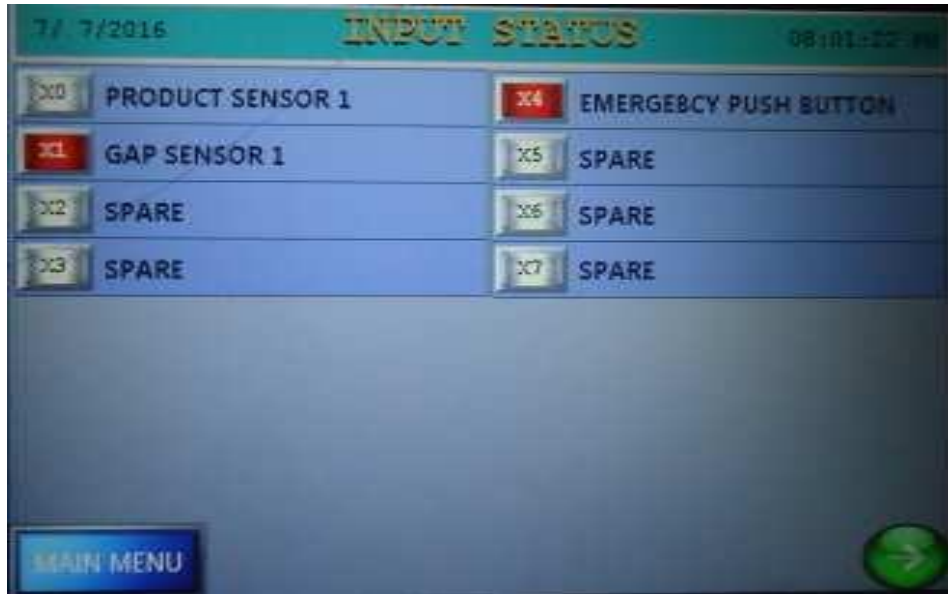
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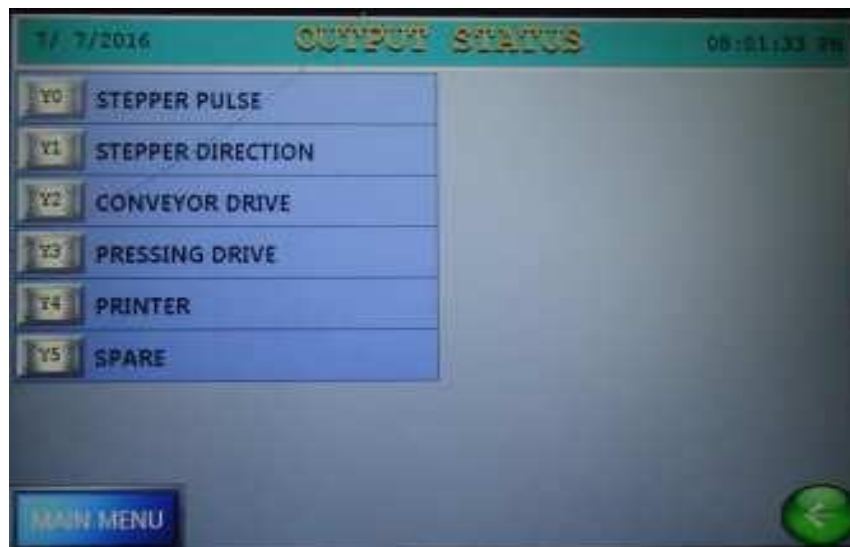
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- **X0 PRODUCT SENSOR 1:** This is input of Product Sensor.
- **X1 GAP SENSOR 1:** This is input of Gap Sensor between labels.
- **X4 EMERGENCY PUSH BUTTON:** This is input of Emergency Button.
- **X2, X3, X5, X6, and X7:** This is input for Spare.
- **MAIN MENU:** Navigate to the Main Menu.

After pressing 'NEXT' button Output Status screen is open.





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- **Y0 STEPPER PULSE:** This is output of stepper pulse.
- **Y1 STEPPER DIRECTION:** This is output of stepper direction.
- **Y2 CONVEYOR DRIVE:** This is output of conveyor drive.
- **Y3 PRESSING DRIVE:** This is output of massage belt.
- **Y4 PRINTER DRIVE:** This is output of printer drive.
- **Y5 SPARE:** This is output of spare.
- **MAIN MENU:** Navigate to the Main Menu.

6.2.7 Set the sticker in the sticker plate or drum to roller.

6.2.8 Switch 'ON' the machine by rotating Red knob.

6.2.9 Check the performance of labeling machine by the flash of the sensor.

6.2.10 Control the speed of machine by pressing 'SPEED' button on PLC.

6.2.11 After completion of labeling process stop the machine by rotating the ON/OFF knob of machine and conveyor by pressing 'STOP' button on PLC.

6.2.11.1 Enter the operation details in **Reference SOP**.

6.3 CLEANING:

6.3.1 Ensure that the main switch is 'OFF' before cleaning the machine.

6.3.2 Empty the roller and clean the machine with the help of clean cloth.

6.3.3 After proper cleaning affix the status label. "Cleaned".

6.3.4 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



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- 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