



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production (External Preparation)	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of Automatic Two Head Capping Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Automatic Two Head Capping Machine.

### 2.0 SCOPE:

This SOP is applicable for and Cleaning of Automatic Two Head Capping Machine in the Ointment Section.

### 3.0 RESPONSIBILITY:

Officer / Executive- Production

### 4.0 ACCOUNTABILITY:

Head - Production

### 5.0 ABBREVIATIONS:

Ltd. Limited  
No. Number  
PO Production Ointment  
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.

#### 6.2 MACHINE SETTING :

6.2.1 Adjust the transferring star wheel for smooth run of Bottle/Jar on conveyor.

6.2.2 Adjust the vibrator bowl for flowing freely from the vibratory bowl feeder to the cap dispenser by rotating the knob.

6.2.3 Adjust the height of chute as per Bottle/Jar by rotating the knob and inlet & outlet star wheel. Adjust the filling needle at proper height w.r.t. Bottle/Jar size in filling machine nozzle mounting bracket.

6.2.4 Adjust required height of the dropper pressing head w.r.t. Bottle/Jar size.



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6.2.5 Adjust the Torque and height setting of the Capping Head.

6.2.6 Assembled the storage hopper to the bowl for Bottle/Jar, dropper fixer & screw caps & also assembled the transfer pipe to the orientation.

6.2.7 Now start the machine by inching switch and check the volume as per specification.

### 6.3 MACHINE OPERATION:

6.3.1 After filling of bottle/ Jar reached into capping area by means of timing screw it separate and accelerate the bottle/ Jar to a pitch which matches the in feed star wheel.

6.3.2 Bottles are then transferred through the system from the in feed star wheel via the turret star wheel.

6.3.3 Onwards to the out feed star wheel, where they exit the machine. During this process, the caps are simultaneously sorted and fed into the machine along a linear belt into the cap starwheel.

6.3.4 Where the capping heads descend and picks up the waiting cap and applies it to one of the pre-positioned bottles to a predetermined torque.

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



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### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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