



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production (External Preparation)	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of Domino Printer	<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 Domino Printer.

**2.0 SCOPE:**

This SOP is applicable to operation and cleaning of Domino Printer in Ointment section.

**3.0 RESPONSIBILITY:**

Officer / Executive – Production

**4.0 ACCOUNTABILITY:**

Head – Production

**5.0 ABBREVIATIONS:**

QA            Quality Assurance  
SOP          Standard Operating Procedure

**6.0 PROCEDURE:**

**6.1 OPERATION:**

- 6.1.1** Ensure that the machine and area is clean.
- 6.1.2** Take the line clearance from QA as per SOP “Line Clearance”.
- 6.1.3** Switch “ON” the mains.
- 6.1.4** Press & hold the power key of the machine, A progress bar and the Domino logo shall be displayed on the screen.
- 6.1.5** Press & hold the Start / Stop key, the printer takes approximately 2 minutes to reach standby and 2-3 minutes to reach ready to print state.
- 6.1.6** Press the Login, Enter user ID & password.
- 6.1.7** Press the Message store key to open the message inbox.
- 6.1.8** Go to “MESSAGE STORE” with the help of Cursor key and press the Select key.



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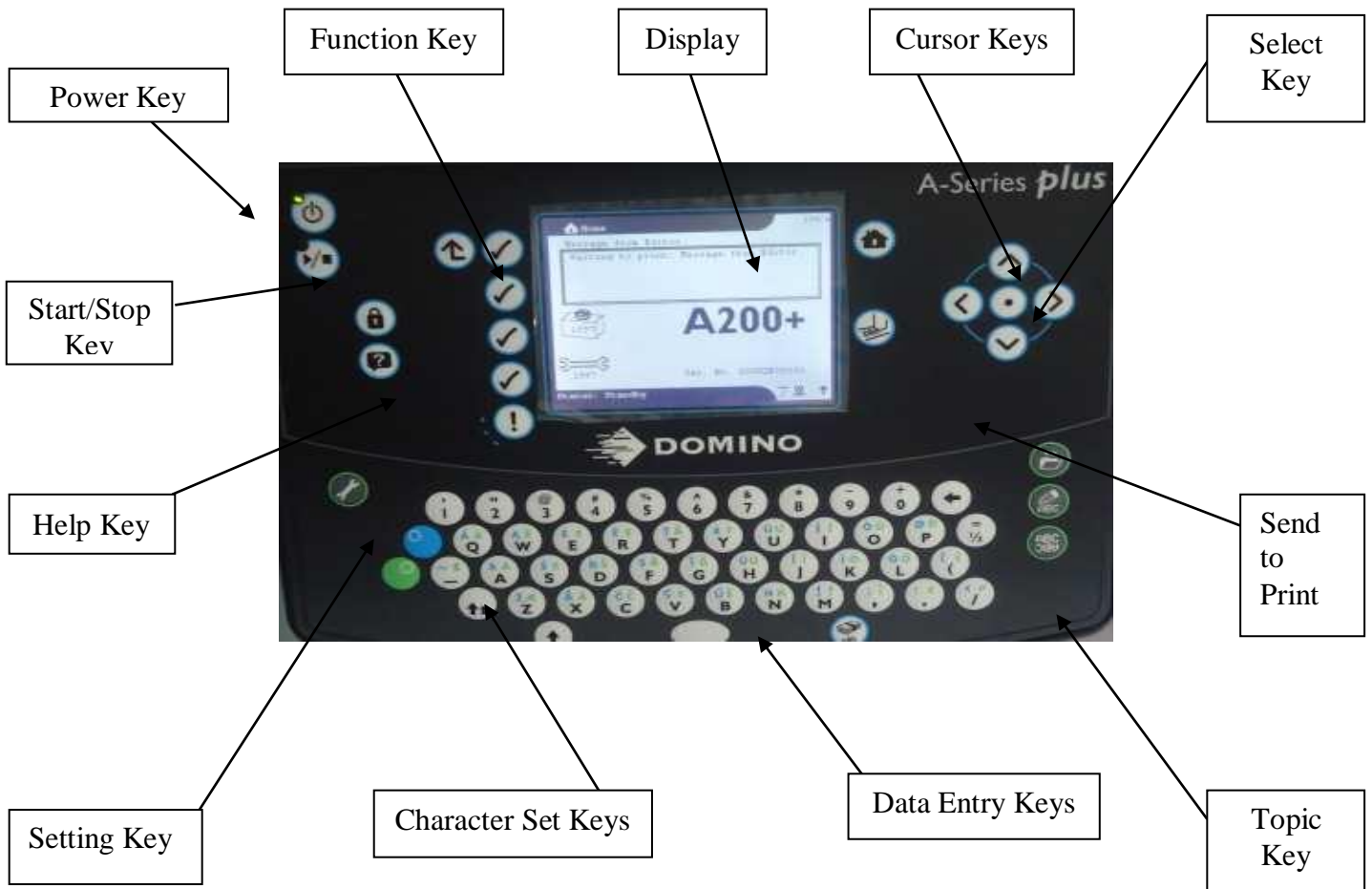
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### Front Panel Key Board Layout

- 6.1.9 Press the Message Editor Topic Key and type the required message on the screen using the Data Entry keys.
- 6.1.10 Press the Topic key and set the print parameters with the help of Function keys.
- 6.1.11 Press the Send to print key to start the printing of the machine.
- 6.1.12 Switch "ON" the conveyor belt and set the laser and sensor as per requirement.
- 6.1.13 Run the machine after approval of printing specimen by QA in Annexure-I.
- 6.1.14 After completion of the printing, Press & hold the Start / Stop key to shut down the printer, it takes approximately 2-3 minutes to reach ready to print state and 2 minutes to reach standby.
- 6.1.15 Switch "OFF" the machine by pressing the Power key.
- 6.1.16 Switch "OFF" the mains.
- 6.1.17 Enter the Operation Detail in Equipment Log in **Reference SOP**.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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### 6.2 CLEANING:

**6.2.1** Clean the machine by moping with dry and clean cloth.

**6.2.2** Affix the status label as “Cleaned”.

**6.2.3** Enter the cleaning details in Detail in Equipment Log in **Reference SOP**.

### 7.0 ANNEXURES:

ANNEXURES NO.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Domino Printing Approval Record	

**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:

Operating Manual

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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

