



STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Induction Sealing Machine.

2.0 SCOPE:

This SOP is applicable to Operation & Cleaning of Induction Sealing Machine in Ointment section.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

No Number
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

- 6.1.1 Ensure that the area, Induction sealing machine & conveyer belt is clean.
- 6.1.2 Take the line clearance from QA as per SOP "Line Clearance".
- 6.1.3 Affix the status label on the machine.
- 6.1.4 Ensure the temperature and humidity of area is within limits as specified in BPR.
- 6.1.5 Adjust the sensor and conveyer belt as per size of bottle.
- 6.1.6 Adjust the height of the induction sealer.
- 6.1.7 Adjust the center of induction sealer and conveyer belt with help of Arrow symbol.
- 6.1.8 Switch "ON" the mains and press the "START" key to on the Induction sealer.
- 6.1.9 Adjust the speed of conveyer Belt by rotating the speed controlling knob.
- 6.1.10 Adjust the pister (if available) to reject the bottle in which induction foil not available.
- 6.1.11 Allow passing the filled HDPE bottles with induction cap under Induction sealer.
- 6.1.12 Check the sealed bottles for sealing and leak test and enter the details in BPR.
- 6.1.13 After the approval of QA start the sealing machine.
- 6.1.14 After completion of the process switch "OFF" the machine.
- 6.1.15 Affix the status label as "To be cleaned"



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6.1.16 Enter the operation details in Equipment Log in **Reference SOP**.

6.2 CLEANING:

6.2.1 Ensure that the machine switch is "OFF".

6.2.2 Clean the machine by moping with dry clean cloth.

6.2.3 Affix the status label as "Cleaned".

6.2.4 Make an entry of Cleaning Time 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:

Party Manual

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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