



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production (External Preparation)	<b>SOP No.:</b>
<b>Title:</b> Operation and Cleaning of Shrink Wrapping 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 Shrink Wrapping Machine.

### 2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Shrink Wrapping Machine at Ointment Section.

### 3.0 RESPONSIBILITY:

Officer / Executive – Production

### 4.0 ACCOUNTABILITY:

Head – Production

### 5.0 ABBREVIATIONS:

PO            Production Ointment  
SOP          Standard Operating Procedure

### 6.0 PROCEDURE:

#### 6.1 OPERATION:

**6.1.1** Switch On the Machine.

**6.1.2** Set the required temperature (Example-140°C to 160°C), adjusting by the press the button.

**6.1.3** Switch On the blower fan of Machine.

**6.1.4** Switch On the conveyor belt of Machine.

**6.1.5** After getting required temperature put shrinkable bag having packed mono-cartons from inlet of shrink tunnel for Shrink Wrapping.

**6.1.6** Collect the shrink wrapped packed from out let of the Shrink Tunnel

**6.1.7** After end of the operation, Switch Off heater and cool down the Tunnel up to 30°C.

**6.1.8** Switch off Blower Fan & main of the Machine respectively.

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

**6.1.10** After completion of operation clean the machine.

**6.1.11** In case of Power failure remove the obstructed shrinks with the help of SS rod having plastic handle.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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### 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 Mop the machine with wet cloth soaked with 70% IPA except electrical parts or lubricating parts.

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:

Not Applicable.

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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