



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Operation and Cleaning of Sticker Label Counting Machine	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Sticker Label Counting Machine.

2.0 SCOPE:

This SOP is applicable to Operation and Cleaning of Sticker Label Counting Machine in Warehouse.

3.0 RESPONSIBILITY:

Officer / Executive-Warehouse

4.0 ACCOUNTABILITY:

Head-Warehouse

5.0 ABBREVIATIONS:

IPA	Iso Propyl Alcohol
Ltd.	Limited
LCM	Label Counting Machine
Pvt.	Private
QA	Quality Assurance
SOP	Standard Operating Procedure
WH	Warehouse
HMI	Human Machine Interfaces
Hrs.	Hours

6.0 PROCEDURE:

6.1 OPERATION:

- 6.1.1 Bring the received sticker labels in the area.
- 6.1.2 Connect the power supply sticker label machine and switch "ON" the mains.
- 6.1.3 Load the sticker label on one side roller of the machine platform.
- 6.1.4 Attach the sticker label to other side roller through inside the counting sensor.
- 6.1.5 Reset 'Zero' and then set the target (Numbers) in HMI of the machine.
- 6.1.6 Set the sticker label length target (Meters) in HMI of the machine.
- 6.1.7 Start the machine to count the labels.
- 6.1.8 Apply above procedure for every single sticker label roll.



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6.1.9 During receipt of label MRN warehouse concerned person shall be accept $\pm 1\%$ as per mention on the MRN tag.

6.1.10 During operation of machine if any abnormal sound observed then concern person shall be intimate to engineering department by telephonic and mail.

6.1.11 Engineering person same time shall be check & correct or if any found critical observation during verification of machine then shall be stop the machine and transfer in breakdown.

6.1.12 Receipt new label roll count as per given below limit.

Total No. of Roll	No. of Roll to be Count	Acceptance Limit in each roll
01 to 03	All roll	$\pm 1\%$
04 to above	$\sqrt{n+1}$	$\pm 1\%$

6.1.13 Operation details shall be maintained in **Annexure - I (Operation and cleaning details of the Sticker Label Counting Machine)**.

6.2 CLEANING:

6.2.1 Switch of the Electric Supply of the Machine.

6.2.2 Remove the Guard and Pressing Disc.

6.2.3 Clean the machine and its parts by lint free cloth with 70% IPA solution.

6.2.4 Fix the guard and pressing disc with its specified place.

6.2.5 If machine is not used within 24 Hrs. Re-cleaning shall be done before its operation.

6.2.6 Cleaning details shall be maintained in **Annexure - I (Operation and cleaning details of the Sticker Label Counting Machine)**.

6.2.7 Frequency: once in a day or whenever required.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure - I	Operation and cleaning details of the Sticker Label Counting Machine	

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled copy No.01 Quality Assurance



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- Controlled copy No.02 Warehouse
- Master copy Quality Assurance

9.0 REFERENCES:

Schedule M of Drugs and Cosmetics Act 1940

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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

