



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Label Printing and Rewinding Machine

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	1 of 4	

1.0 OBJECTIVE:

To lay down a Procedure for operation and cleaning of Label Printing and Rewinding Machine.

2.0 SCOPE:

This SOP is applicable for operation and cleaning of Label Printing and Rewinding Machine.

3.0 RESPONSIBILITY:

Operating Person - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

IPA Iso Propyl Alcohol
Ltd. Limited
No. Number
Pvt. Private
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 All sensor of the machine are working.

6.2 Ensure proper cleaning & assembling of machine parts of the Label Printing and Rewinding Machine.

6.3 Connect the Power Supply and Switch ON the Mains.

6.4 Load the Label Roll in Label Box.

6.5 Peel of the label from the scraper Blade by rotating the pinch roller manually.

6.6 Switch ON the printer by using ON/OFF button.

6.7 Set the parameter as per requirement such as Batch No., Mfg. Date, Exp. Date, Price and If any other and feed the Height, Width, Forward Margin and End Margin.

6.8 Set the print on Label Window.

6.9 Adjust the Label Sensor's Point mark between two labels gaps.

6.10 After adjusting the sensor's print between two labels gap press Auto set button given on the sensor and wait for three seconds.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Label Printing and Rewinding Machine

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	2 of 4	

- 6.11** The green light given on the sensor's will be start blinking, move the label forward on reverse and adjust the label sensor's point mark on the label and press Auto set button again and light will stop blinking.
- 6.12** Set the machine speed (RPM) with help of given knob and display (20-25 RPM).
- 6.13** Now run machine for Label Printing.
- 6.14** Take eye rest for 10 minutes after every two hours intervals.
- 6.15** Record the operation details in respective "Equipment's /Instruments Usage Cleaning Log" as per SOP..
- 6.16** After Completion of Operation Clean the Machine and area.
- 6.17** **Cleaning:**
- 6.17.1** Switch OFF the Main Switch of Label Printing Operation.
- 6.17.2** Remove the Dust from Machine Body using Dry lint free Mop.
- 6.17.3** Clean the Machine Body and its parts with 70% v/v IPA Solution.
- 6.17.4** Clean the surrounding area with Dust Cleaner.
- 6.17.5** Frequency Before starts & ends of the activity.
- 6.18** Record the maintenance/ cleaning details in respective "Equipment's /Instruments Usage Cleaning Log" as per SOP.

7.0 ANNEXURES :

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Defects Module For Label Printing And Rewinding Activity	

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:

Not Applicable



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Label Printing and Rewinding Machine

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	3 of 4	

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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



PHARMA DEVILS

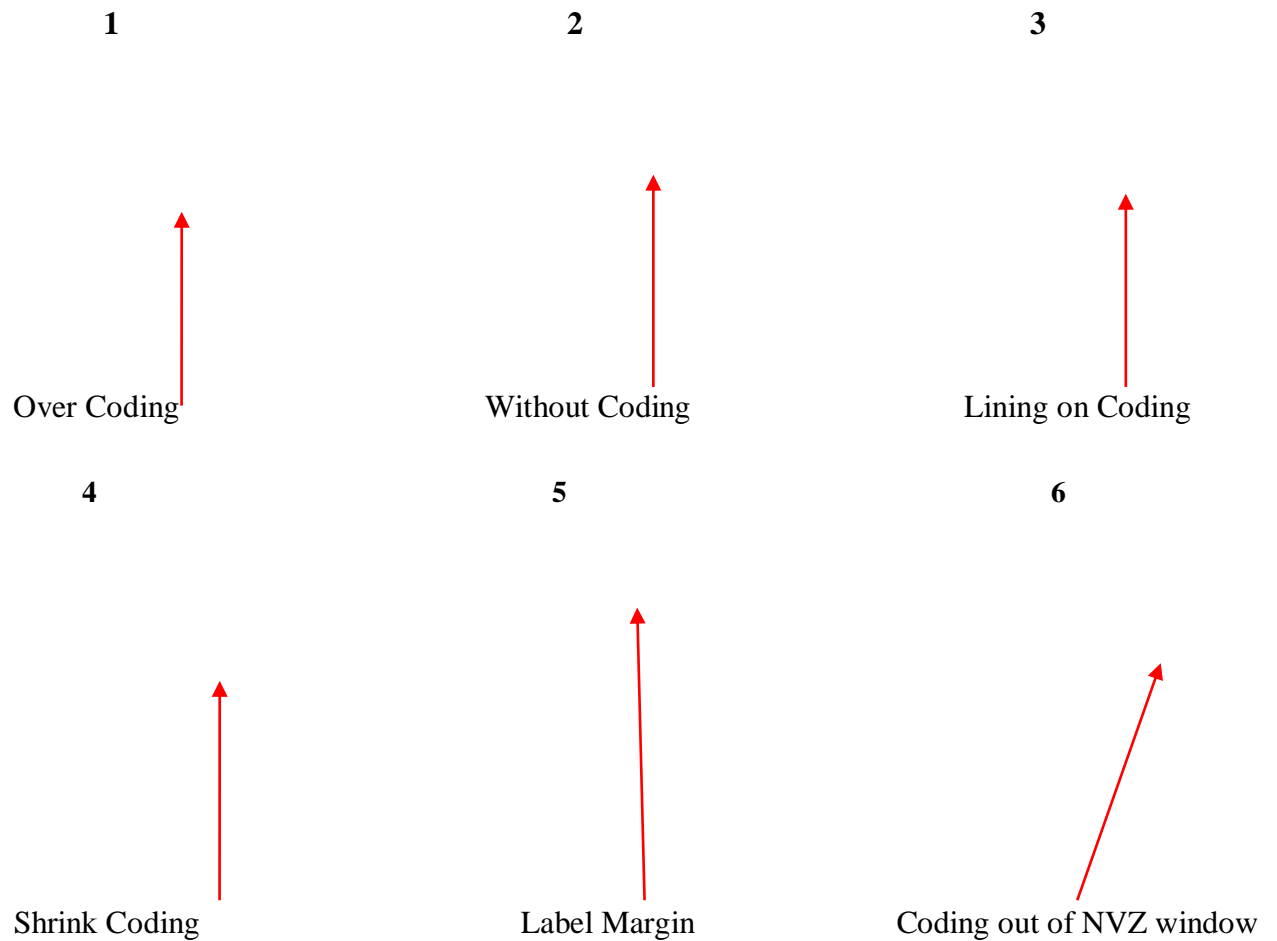
PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Label Printing and Rewinding Machine

SOP No.:		Department:	Production	
		Effective Date:		
Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	4 of 4	

ANNEXURE – I DEFECTS MODULE FOR LABEL PRINTING AND REWINDING ACTIVITY



Approved By:
(Head QA)