



STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Pouch Sealing Machine

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 2

1.0 OBJECTIVE:

To lay down a Procedure for Operation and cleaning of Pouch Sealing Machine.

2.0 SCOPE:

This SOP is applicable for operation and cleaning of Pouch Sealing Machine.

3.0 RESPONSIBILITY:

Operating Person- Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS :

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

6.0 PROCEDURE:

6.1 Instructions:

6.1.1 All parts of the machine are working.

6.1.2 Ensure proper cleaning & assembling of machine parts of the Pouch Sealing Machine

6.2 Connect the Power Supply and Switch ON the Mains.

6.3 Adjust the conveyor belt and Heater Temperature approx. 250°C by using controller.

6.4 After achieving temperature check proper sealing by adjusting conveyer speed & Temperature.

6.5 Place the Pouch on Conveyor Belt manually.

6.6 Check the Pouch Sealing.

6.7 Now run machine for Pouch Sealing Operation.

6.8 Record the operation details in respective “**Equipment’s /Instruments Usage Cleaning Log**” as per **SOP**.

6.9 After Completion Operation Clean the Machine.

6.10 Cleaning:

6.10.1 Switch OFF the Pouch Sealing Machine Heater Switch.

6.10.2 Wait for cool the Temperature of Heater.

6.10.3 Switch OFF the Main Switch of Pouch Sealing Machine.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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6.10.4 Remove the Dust from Machine Body using Dry lint free Mop.

6.10.5 Clean the Machine Body and its parts with 70% IPA Solution.

6.10.6 Clean the surrounding area with Dust Cleaner.

6.10.7 Frequency before start & end of the activity.

6.11 Record the maintenance/ cleaning details in respective “**Equipment’s /Instruments Usage Cleaning Log**” as per **SOP**.

7.0 REFERENCES:

SOP: Product Packing Operation in Parenteral blocks.

8.0 ANNEXURES :

Not applicable

ENCLOSURES: SOP Training Record

9.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- Master Copy Quality Assurance

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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