



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Shipper Taping Machine

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
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1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Shipper Taping Machine.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Shipper Taping Machine used in production packing area.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

BOPP	Biaxial Oriented Poly Propylene
cm	Centimeter
IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
Pvt	Private
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Switch “ON” the Main Switch.

6.1.2 Place a Packed Shipper on the Corrugated Box Passing Track.

6.1.3 Adjust the gap vertically according to Shipper’s Height.

6.1.4 Again adjust the gap horizontally according to Shipper’s Width.

6.1.5 Set approved BOPP rolls at the Bottom & Top of the Shipper Taping Machine.

6.1.6 Pass the Packed Shipper through the Passing Track to check and verify the adjusted BOPP Tape Pasting Position, which should be pasted equally on both the flaps.

6.1.7 Record the operation details in “**Machine Utilization Record**” in SOP of SOP Titled “**Machine Utilization Record**”.

6.1.8 BOPP Tape Setting Parameters:



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6.1.8.1 BOPP Tape Length: BOPP Tape should overlap on Shippers (5cm to 7.5 cm) from Top & Bottom both.

6.1.8.2 Reset Switch: Width of BOPP should be between 4.8 to 7.2 cm.

6.1.8.3 If the Horizontal Pressure is not within limit the Shipper will become de-shaped completely.

6.1.8.4 If the overlapping length of BOPP is less than limit the shipper will open from flap side.

6.2 CLEANING:

6.2.1 Switch 'OFF' the Main Power Supply.

6.2.2 Clean the machine with dry mop.

6.2.3 Apply Compressed Air or use Vacuum Cleaner if required to remove the Dust inside the Shipper Taping Machine.

6.2.4 Clean the Machine by Mopping with 70% IPA.

6.2.5 Record the operation details in "Machine Utilization Record" in SOP Titled "Machine Utilization Record".

7.0 ANNEXURES:

Not Applicable

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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