



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Operation and Cleaning of Bottle 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 Bottle Sealing Machine.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Bottle Sealing Machine in packing area.

3.0 RESPONSIBILITY:

Officer / Executive - Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

| | |
|------|---------------------------------|
| BPCR | Batch Production Control Record |
| IPQA | In Process Quality Assurance |
| PL | Production Liquid |
| PP | Pilfer Proof |
| SOP | Standard Operating Procedure |

6.0 PROCEDURE:

6.1 OPERATION:

- 6.1.1 Ensure the area and machine is clean.
- 6.1.2 Set the machine as per the size of the bottle and PP Cap.
- 6.1.3 Load the PP cap in the hopper.
- 6.1.4 Switch 'ON' the mains.
- 6.1.5 Switch 'ON' the vibrator and set the speed by control knob.
- 6.1.6 Switch 'ON' the conveyer and set the speed by control knob.
- 6.1.7 Check the performance of machine by pressing green inch switch.
- 6.1.8 Check the sealed bottles for sealing and leak test. Write the results in BPCR.
- 6.1.9 After the approval by IPQA start the sealing machine.
- 6.1.10 Machine must affix STATUS label during processing.
- 6.1.11 After completion of process clean the machine.
- 6.1.12 Maintain the record in Equipment log book.



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6.2 CLEANING:

- 6.2.1 Remove the PP caps from the hopper.
- 6.2.2 Clean the hopper and conveyer belt by moping with dry clean lint free cloth.
- 6.2.3 Clean the machine by moping with dry clean lint free cloth.
- 6.2.4 Mark the status label.
- 6.2.5 Maintain the record in Equipment log book.

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 |
|--------------|--------------------|--------------------|-------------------|----------------|------------|
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