



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Procedure for Operation and Cleaning of Sticker Labeling with Online Batch Coding Machine

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

To lay down a procedure for operation and cleaning of sticker labeling Machine.

2.0 SCOPE:

This SOP is applicable for operation and cleaning of sticker labeling Machine in packing area.

3.0 RESPONSIBILITY:

Officer / Executive- Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

IPQA	In-Process Quality Assurance
PL	Production Liquid
PLC	Programmable Logic Controller
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 OPERATION:

6.1.1 Ensure the area and machine is clean and shall be verified by IPQA before operation.

6.1.2 Mount the sticker label roll on the sticker label dick and guided by guide roll.

6.1.3 Switch 'ON' the mains knob.

6.1.4 Push "ON" main start switch.

6.1.5 The machine is then operated with help of PLC in single level password for ON/OFF and speed.

6.1.6 Label counter can be reset by single level password also.

6.1.7 Product coming from onwards conveyor to be loaded vertical position to labeling machine.

6.1.8 Product then passing through the separator roller to maintain uniform distance between the two products.

6.1.9 Set the speed of the product conveyor and separator roller is synchronized to maintain the desire speed with the help of PLC.

6.1.10 Label wrapping belt speed automatically gets synchronized as it is directly coupled with the product conveyor.



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6.1.11 Other parameters such as product length, time, delay time, dispense speed etc. shall be set in PLC based on the sticker label size.

6.1.12 VIDEOJET PRINTER system mounted on labeling machine for online printing on sticker label, that having the ink cartridge for printing (refer to SOP).

6.1.13 After completion of process clean the machine.

6.1.14 Maintain the operation record in equipment usage log book.

6.2 CLEANING:

6.2.1 Remove the previous batch label from machine and surrounding.

6.2.2 Clean the label roll dick 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 Affixed the status label as **CLEANED**.

6.2.5 Maintain the cleaning 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

- SOP

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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