



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Shrink Wrapping Machine

SOP No.:		Department:	Production
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 3

1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Shrink Wrapping Machine.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Shrink Wrapping Machine at Production Area.

3.0 RESPONSIBILITY:

Operating Person – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

ID No.	Identification Number
Ltd.	Limited
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
°C	Degree Celcius
BPR	Batch Packing Record.
IPA	Iso Propyl Alcohol

6.0 PROCEDURE:

6.1 Operation:

- 6.1.1 Switch ON the Machine.
- 6.1.2 Set the required temperature i.e. $110^{\circ}\text{C} \pm 5^{\circ}\text{C}$, by adjusting the knob (if required).
- 6.1.3 Switch ON the blower fan of Machine.
- 6.1.4 Switch ON the conveyor belt of Machine.
- 6.1.5 Verify the batch coding detail of all carton of shrink pack before passing into shrink tunnel.
- 6.1.6 After getting required temperature put shrinkable bag having packed mono-cartons from inlet of shrink tunnel for Shrink Wrapping.
- 6.1.7 Collect the shrink wrapped packed from out let of the Shrink Tunnel.
- 6.1.8 In case of power failure discard the product shrink pack after resumption of power supply and record the details in the respective BPR and handle the condition as per SOP “**Handling of Power Failure of Parenteral Blocks.**”
- 6.1.9 After end of the operation, Switch OFF heater and cool down the tunnel up to 35°C .
- 6.1.10 Switch OFF Blower Fan & main power supply of the machine respectively.
- 6.1.11 Record the operation details in respective “**Equipment’s /Instruments Usage Cleaning Log**” as per SOP.



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Figure- 1: Shrink Wrapping Machine

6.2 Cleaning:

6.2.1 Clean the outer body of machine with dry cloth.

6.2.2 Mop the machine with wet cloth soaked with 70% IPA except electrical parts or lubricating parts.

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

6.2.4 Frequency: At start and at the end of shift or whenever required.

6.2.5 Precaution:

Before start of cleaning activity, ensure that the power supply to the machine is switched off and temperature of shrink wrapping machine is below 35°C.

7.0 ANNEXURES:

Not Applicable.

ENCLOSURE: 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: Product Packing Operation in Parenteral blocks
- SOP: Handling of Power Failure of Parenteral Blocks



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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