



# PHARMA DEVILS

## ENGINEERING DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Preventive Maintenance of Collating & Wrapping Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 Revision History

Rev. No.	Details of changes	Reason for change
00	NIL	NEW SOP

#### 2.0 Objective

**2.1** The Objective of this SOP is to describe the procedure for preventive maintenance of Collating & wrapping machine .

#### 3.0 Scope

**3.1** This SOP is applicable for the preventive maintenance of Collating & wrapping machine.  
Installed at \_\_\_\_\_

#### 4.0 Responsibility:

**4.1** The technician shall be responsible:

**4.1.1** To carry out preventive maintenance of equipment.

**4.1.2** To report any deviation or deficiency observed during preventive maintenance.

**4.2** The Maintenance Engineer shall be responsible:

**4.2.1** To get the preventive maintenance done as per annual maintenance planner.

**4.2.2** To check the preventive maintenance activity is carried out and deviations or Deficiencies are complied as per requirement.

#### 5.0 Accountability

Head –Engineering Services

#### 6.0 Procedure:

##### 6.1 Caution:

**6.1.1** Before carrying out preventive maintenance, switch “off” the mains, remove Fuses and display the ‘Under Maintenance’ board.



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#### 6.2 Monthly preventive maintenance activities:

- 6.2.1 Check the operation of heater. Rectify it if required.
- 6.2.2 Check the operation of temperature controller. Rectify it, if required.
- 6.2.3 Check all the electrical connections for tightness and damage. Rectify it, if required.
- 6.2.4 Check limit switch is working properly. Rectify it, if required.
- 6.2.5 Check all sensors are working properly. Rectify it, if required.
- 6.2.6 Check all nuts-bolts for proper tightness. Rectify it, if required.
- 6.2.7 Check all pushers timing is proper.
- 6.2.8 Lubricate all gears and chains.
- 6.2.9 Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.
- 6.2.10 Maintain the record of all checks in checklist. (Annexure-1).

#### 7.0 Annexure:

Annexure-1 : Monthly Preventive Maintenance Checklist for Collating & wrapping machine.

#### 8.0 References (S)

Nil

#### 9.0 Glossary

SOP : Standard Operating procedure  
No : Number  
EP : Engineering Preventive Maintenance



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#### ANNEXURE I

#### Monthly Preventive Maintenance Checklist for Collating & wrapping machine.

S. No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check the operation of heater. Rectify it if required.	
2.	Check the operation of temperature controller. Rectify it, if required.	
3.	Check all Nuts & Bolts for tightness and damage, Rectify it, if required.	
4.	Check the operation of all sensors & limit switches Rectify it, if required. all	
5.	Check all elect. Connections for tightness and damage. Rectify it, if required.	
6.	Lubricate all Chains & Gears properly.	
7.	Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.	

<b>Done by:</b> (Operator)		<b>Done on:</b>	
<b>Checked by:</b> (Engineer)		<b>Next due on:</b>	
<b>Verified by:</b> (Concerned Department)			

**FREQUENCY:** MONTHLY PREVENTIVE MAINTENANCE

**CAUTION :** BEFORE CARRYING OUT PREVENTIVE MAINTENANCE, SWITCH OFF THE MAINS, REMOVE FUSE AND DISPLAY THE UNDER MAINTENANCE BOARD.