



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering

SOP No.:

Title: Preventive Maintenance of Liquid Vial Filling & Bunging Machine

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

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 Liquid Vial Filling & Bunging Machine.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Liquid Vial Filling & Bunging Machine.

Installed in _____

4.0 Responsibility:

4.1 The Maintenance Operator shall be responsible:

4.1.1 To carry out preventive maintenance of equipment.

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

4.1.3 To maintain the record of all checks.

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 and/or Deficiencies are complied as per requirement.

4.3 The Production Representative shall be responsible:

4.3.1 To keep the respective area and equipment ready for preventive maintenance.

4.3.2 To verify that preventive maintenance is carried out.



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Issue Date:	Page No.:

5.0 Accountability

Head –Engineering Services.

6.0 Procedure:

6.0 Caution:

6.0.1 Before carrying out preventive maintenance, switch 'off' the mains, remove fuses and display the 'Under Maintenance' board.

6.1 Monthly preventive maintenance activities:

6.1.1 Check the oil level in gearbox. Top up oil as per Sop no. _____if required.

6.1.2 Check the alignment of gearbox and motor. Rectify it, if required.

6.1.3 Lubricate all the bearings.

6.1.4 Check the alignment of star wheel. Rectify it, if required.

6.1.5 Check the operation of coil or filling hoppers as applicable. Rectify it, if required.

6.1.6 Check the operation of filling needles or filling port wheels as applicable. Rectify it, if Required.

6.1.7 Check the operation of bung dispensing vibrator. Rectify it, if required.

6.1.8 Check the operation of conveyor belt. Rectify it, if required.

6.1.9 Check all the electrical connections, indication lamps and heaters. Rectify it, if required.

6.1.10 Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.

6.1.11 Maintain the record of all checks in checklist. (Annexure-1)

7.0 Annexure:

Annexure-I : Monthly Preventive Maintenance Checklist For Vial Filling & Bunging Machine.

8.0 References (S)

NIL



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9.0 Glossary

SOP : Standard Operating procedure
No : Number



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Issue Date:	Page No.:

ANNEXURE I

Monthly Preventive Maintenance Checklist For Vial Filling & Bunging Machine

S.No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check the oil level in gearbox. Top up oil as per Sop, if required.	
2.	Check the alignment of gearbox and motor. Rectify it, if required.	
3.	Lubricate all bearings.	
4.	Check the alignment of star wheel. Rectify it, if required.	
5.	Check the operation of coil or filling hoppers as applicable. Rectify it, if required.	
6.	Check the operation of filling needles or filling port wheels as applicable. Rectify it, if required.	
7.	Check the operation of bung dispensing vibrator. Rectify it, if required.	
8.	Check the operation of conveyor belt. Rectify it, if required.	
9.	Check all the electrical connections for tightness and damage. Rectify it, if required.	
10.	Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.	

Done by: (Operator)		Done on:	
Checked by: (Engineer)		Next due on:	
Verified by: (Concerned Department)			

FREQUENCY: - MONTHLY PREVENTIVE MAINTENANCE

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