



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering

SOP No.:

Title: Preventive Maintenance of Vial Sealing 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 Vial Sealing machine.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Vial Sealing 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.

5.0 Accountability

Head –Engineering Services



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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.

6.2 MONTHLY PREVENTIVE MAINTENANCE ACTIVITIES:

6.2.1 Check the oil level in gearbox.

6.2.2 Lubricate all bearings.

6.2.3 Lubricate chain and sprocket.

6.2.4 Check all crimping rollers for its free movement. Rectify it, if required.

6.2.5 Check the operation of seal dispensing vibrator. Rectify it, if required.

6.2.6 Check the alignment of in-feed and out-feed star wheel.

6.2.7 Check all electrical connections for tightness and damage. Rectify it, if required.

6.2.8 Check all the nuts and bolts for tightness and damages. Rectify it, if required.

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

7.0 ANNEXURES:

Annexure-1 : Monthly Preventive Maintenance Checklist for Vial Sealing Machine.

8.0 References (S)

NIL

9.0 Glossary

SOP : Standard Operating procedure

No : Number



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Annexure-1

Monthly Preventive Maintenance Checklist for Vial Sealing Machine

EQUIPMENT CODE:	LOCATION:	MONTH:
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S.No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check the oil level in gearbox.	
2.	Lubricate all bearings.	
3.	Lubricate chain and sprocket.	
4.	Check all crimping rollers for its free movement. Rectify it, if required.	
5.	Check the operation of seal dispensing vibrator. Rectify it, if required.	
6.	Check the alignment of in-feed and out-feed star wheel.	
7.	Check all electrical connections for tightness and damage. Rectify it, if required.	
8.	Check all the nuts and bolts for tightness and damages. Rectify it, if required.	

FORMAT No.:

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.