



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Preventive Maintenance of Ampoule Filling & 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 Ampoule Filling & sealing Machine.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Ampoule Filling & sealing Machine.

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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5.0 Accountability

Head –Engineering Services

6.0 Procedure:

6.1 CAUTION:

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

6.2 MONTHLY PREVENTIVE MAINTENANCE ACTIVITIES:

- I) Check the oil level in gearbox. Top up oil as per SOP, if required.
- II) Check the alignment of gearbox and motor. Rectify it, if required.
- III) Lubricate all the bearings.
- IV) Check the alignment of star wheel. Rectify it, if required.
- V) Check the oxygen & LPG line. Rectify it, if required.
- VI) Check all electrical connections for tightness and damage. Rectify it, if required.
- VII) Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.
- VIII) 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

9.0 Glossary

SOP : Standard Operating procedure

No : Number



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Monthly Preventive Maintenance Checklist For Vial Filling & Bunging Machine

EQUIPMENT CODE:	LOCATION:	MONTH:
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S. No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check the oil level in gearbox. Top up oil as per Sop no. 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 oxygen & LPG line. Rectify it, if required.	
6.	Check all electrical connections for tightness and damage. Rectify it, if required.	
7.	Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.	

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

FREQUENCY: - MONTHLY PREVENTIVE MAINTENANCE

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