



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering

SOP No.:

Title: Preventive Maintenance of Auto Cartonator

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 preventive maintenance of Auto Cartonator.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Auto Cartonator.

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. Top up oil (EP-90), if required.

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

6.2.3 Lubricate all bearings.

6.2.4 Check the alignment and tension of conveyor belt, if required.

6.2.5 Check all nuts and bolts for tightness and any damage. Rectify it, if required.

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

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

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

7.0 ANNEXURES:

Annexure-1 : Monthly Preventive Maintenance Checklist

8.0 References (S)

Nil

9.0 Glossary

SOP : Standard Operating procedure

No : Number

EP : Engg. Preventive Maintenance



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ANNEXURE-I

Monthly Preventive Maintenance Checklist

EQUIPMENT CODE:	LOCATION:	MONTH:
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S.No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check the oil level in gearbox. Top up oil (EP-90), if required.	
2.	Check the alignment of gearbox and motor. Rectify it, if required.	
3.	Lubricate all bearings.	
4.	Check the alignment and tension of conveyor belt, if required.	
5.	Check all nuts and bolts for tightness and any damage. Rectify it, if required.	
6.	Check all the 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: (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.