



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Preventive Maintenance of Capsule Filling 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 Capsule Filling Machine.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Capsule Filling Machine.

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 oil level in gearbox.
- 6.2.2 Check the alignment of gearbox and motor. Rectify it, if required.
- 6.2.3 Check the rubber spider for any damage. Replace it, if required.
- 6.2.4 Check all the alignment of turret. Rectify it, if required.
- 6.2.5 Check the operation of empty capsule ejection system. Rectify it, if required.
- 6.2.6 Check the compressed air leakage. Rectify it, if required.
- 6.2.7 Check all electric connections for tightness and any damage. Rectify it, if required.
- 6.2.8 Check the operation of empty capsule loader's blower. Rectify it, if required.
- 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 Capsule Filling Machine

8.0 References (S)

Nil

9.0 Glossary

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



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ANNEXURE-01

Monthly Preventive Maintenance Checklist for Capsule Filling Machine

EQUIPMENT CODE:		LOCATION:	MONTH:
S. No.	DESCRIPTION	OBSERVATIONS/ REMARKS	
1.	Check the oil level in gearbox.		
2.	Check the alignment of gearbox and motor. Rectify it, if required.		
3.	Check the rubber spider for any damage. Replace it, if required.		
4.	Check all the alignment of turret and slug cutting mechanism. Rectify it, if required.		
5.	Check the operation of empty capsule ejection system. Rectify it, if required.		
6.	Check the vacuum lines for any leakage. Rectify it, if required.		
7.	Check the compressed air leakage. Rectify it, if required.		
8.	Check all electric connections for tightness and any damage. Rectify it, if required.		
9.	Check the operation of empty capsule loader's blower. 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.