



# PHARMA DEVILS

## ENGINEERING DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Preventive Maintenance of Sticker Labeling Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 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 Sticker labelling machine.

#### 3.0 Scope

**3.1** This SOP is applicable for the preventive maintenance of Vial Sticker labelling machine. Installed.

#### 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 oil level in gearbox. Fill up oil as per Sop no., if required.

**6.2.2** Lubricate the chain and sprocket assembly.

**6.2.3** Check the slate conveyor and idler rollers for its free movement. Rectify it, if required.

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

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

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

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

#### 7.0 ANNEXURES:

Annexure-1 : Monthly Preventive Maintenance Checklist for Sticker Labeling Machine.

#### 8.0 References (S)

NIL

#### 9.0 Glossary

SOP : Standard Operating procedure

No : Number



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#### ANNEXURE-01

#### Monthly Preventive Maintenance Checklist for Sticker Labeling Machine.

<b>EQUIPMENT CODE:</b>	<b>LOCATION:</b>	<b>MONTH:</b>
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S. No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check oil level in gearbox. Fill up oil as per Sop no., if required.	
2.	Check the condition of chain and sprocket. Replace it, if required.	
3.	Check the operation of printing mechanism. Rectify it, if required.	
4.	Lubricate all bearings as per SOP	
5.	Check the alignment and tension of conveyor belt. Rectify it, if required.	
6.	Check all nuts and bolts for tightness and damage. Rectify it, if required.	
7.	Check all the electrical connections for tightness and damage. Rectify it, if required.	
8.	Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.	

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

**FREQUENCY :- MONTHLY PREVENTIVE MAINTENANCE**

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