



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning & Operation of Hot Melt Gum Dispensor	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

1.1 To lay down a procedure for Cleaning and Operation of Hot Melt Gum Dispenser.

2.0 SCOPE:

2.1 This procedure is applicable for Cleaning and Operation of Hot Melt Gum Dispenser.

3.0 RESPONSIBILITY:

- 3.1 TTA / TA-Production: Cleaning and operation.
- 3.2 Officer / Executive- Production: Supervision.
- 3.3 Officer / Executive-IPQA: compliance of SOP.
- 3.4 Manager- Production Department: Compliance of SOP.

4.0 DEFINITION:

4.1 NA

5.0 PROCEDURE:

5.1 CLEANING:

- 5.1.1 Clean Electric cable / Pipes / Out side body with clean dry lint free duster.
- 5.1.2 Clean the Gum Tank / Gun with Paraffin wax and Vacuum drum by using Hot air gun.
Frequency: After completion of total bulk packing activity or once in six month (whichever is earlier).

5.1.3. Precaution:

- 5.1.3.1 Use Safety goggles and elbow length size hand gloves during machine cleaning.
- 5.1.3.2 Do not Over Feed Gum Tank.
- 5.1.3.3 Keep Machine on stand by position whenever idle.
- 5.1.3.4 Never use any metal parts for Gum tank cleaning.

5.2 OPERATION

- 5.2.1 Check the cleanliness of the hot melt gum dispenser.
- 5.2.2 Switch on the mains from control panel then Plug In the power code.
- 5.2.3 Open the gum tank and put the gum cake in to the tank ensure that gum tank should not over flow.
- 5.2.4 Press the parameter key to set temperature of nozzle, pipe and tank.
- 5.2.5 Set the temperature for hot glue Machine (i.e. Gum Tank / Pipe / Gun) from 160°C to 180°C by pressing heating switch for 3 second till LED light blinking, then Set the temperature as per BPR. To decrease



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temperature press “▼” button and to increase temperature press “▲” button.

- 5.2.6 Wait till temperature achieved up to set point then green light will blink on Gun Tank / Pipe / Gun Symbol.
- 5.2.7 Start the vacuum pump by pressing key of vacuum motor present on front site of panel.
- 5.2.8 Set the sensor distance to nozzle that it could dispense gum drop at center of container closure .
- 5.2.9 Set the Gumdrop by using knob present behind backside of machine.
- 5.2.10 After completion of Operation switch ‘off’ the mains.
- 5.2.11 If Machine is idle then keep it on stand by position by pressing stand by button (Ensure green light glowing).
- 5.2.12 Record the start time and end time of hot melt gum dispenser in the equipment Usage Log Sheet.

6.0 ABBREVIATION (S):

- 6.1 SOP: Standard Operating Procedure
- 6.2 LED: Light Emitting Diodes
- 6.3 BPR: Batch Packaging Record
- 6.4 TTA & TA : Training Technician Associate & Technician Associate.

7.0 REFERENCES (S):

- 7.1 SOP, Making entries in equipment usage and cleaning log sheet.

8.0 ANNEXURE (S):

- 8.1 NA

9.0 DISTRIBUTION

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled Copy (S)** :Production department (01), Quality Assurance (01)
- 9.3 **Reference copy (S)** : Production department (01)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (S) for revision	Detail of revision	Effective Date