On Job Training Form

Name of Employee		Ref OCP/ACP No.:	
Employment Code		OJT No:	
Competency	Weighing	Effective Date:	
Equipment /Instrument Name	Checkweigher	**Page No. 1 of 9**	
Equipment /Instrument No.			

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒

1.0 General Instructions:

    1. Set the parameters & verify that the equipment / system operations functions as required.

    2. Carry out the activities as per SOP & Record the results (Attach extra sheets if required)

    3. Yes: Trainee has demonstrated & the indications are as expected.

    4. No: Trainee could not able to demonstrate / the indications are not as per expectations.

2.0 Dos and Don'ts:

Do's	Don'ts
Ensuring Sufficient Compressed Air Pressure	Setting of Weight rather than instructions given in BPCR
Segregation of Rejected Material	Raising Checkweigher Speed
Verification of all the objects present in pack before repacking them	Repassing object directly from checkweigher.

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood
1	**Start up activities**	Switch ON the main electric supply of check weigher Open the valve of compressed air.	Check weigher should be ON Compressed air supply should be ON	
2	**PLC Setting**	**A] For Model: S2:**		
		Switch ON check weigher, screen shows basic screen.	There should be display of basic screen	
		Touch on Production Data Key Display show article data base counter.	There should be display of article data base counter.	
		Touch on key lock symbol and enter the access code of respective level and the touch login key	There should be access to system according to different	

On Job Training Form

Name of Employee		Ref OCP/ACP No.:	
Employment Code		OJT No:	
Competency	Weighing	Effective Date:	
Equipment /Instrument Name	Checkweigher	Page No. 2 of 9	
Equipment /Instrument No.			

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
			levels.	
		Touch on 'counters' window. It shows previous production data. To clear counters use the YES Key.	Previously set counters should be cleared.	
		Touch on current article data key and enter the product code.	The details of product code should be entered.	
		Make the checkweigher balance platform to zero in static condition.	Checkweigher display shows zero in static condition.	
		Set the checkweigher to the target weight. The target weight shall be calculated by adding up the individual components.	Target weight should be entered	
		Enter the value of target throughput value	Target throughput value should be entered.	
		Touch on Store key to store data.	All data should be stored.	
		Touch on article limit display show accepted limit	Accepted limit should be displayed on screen.	
		Enter the minimum and maximum weight tolerance limit. The tolerance shall be set at NMT $\pm$ 5% of the calculated target weight, rounded off to the nearest least count of the checkweigher, with an objective to detect lightest component at packaging stage.	The minimum and maximum weight tolerance limit should be entered	
		Touch on abort key to show main basic screen on display.	Display shows main basic screen.	
		Start the conveyor belts by pressing motor ON key on basic screen or by pushing the push button 1 located beside mains switch on the base frame of Checkweigher	Conveyor belt should start.	

Trainee's Sign/ Date: _____

		On Job Training Form		

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No:	
Competency		Weighing	Effective Date:	
Equipment /Instrument Name		Checkweigher	Page No. 3 of 9	
Equipment /Instrument No.				

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		B] For Model XS2:		
		Touch on the lock key	There should be display of basic screen	
		Touch on key lock symbol and enter the access code of respective level and then touch Ok key	There should be access to system according to different levels.	
		Touch on "Menu" key.	There should be display of menu screen	
		Touch on "Packages" key then "Active Package"	"Main Package set up". Screen should display.	
		Touch on "Main Package set up".	Various parameters screen should be displayed.	
		Enter the product name and product code/batch number.	All data should be entered as per BPCR	
		Make the Tare wt. zero and press ok then press "Apply".	The Tare Weight should set to Zero	
		Set the checkweigher to the target weight. The target weight shall be calculated by adding up the individual components	Target weight should be entered	
		Enter the value of target throughput and press "Apply".	Target throughput value should be entered.	
		Touch to limit set up and enter the upper and lower limit for target weight and press apply.	Entered the upper and lower limit for target weight should be applied.	
		Touch to "Add Package set up" and enter the product (bottle/carton) length.	The product (bottle/carton) length	

Trainee's Sign/ Date: _____   Page 3 of 9

		On Job Training Form		

Name of Employee			Ref OCP/ACP No.:	
Employment Code			**OJT No:**	
Competency		**Weighing**	**Effective Date:**	
Equipment /Instrument Name		**Checkweigher**	**Page No. 4 of 9**	
Equipment /Instrument No.				

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
			should be entered.	
		Touch on "Home" key	There should be display of basic screen	
		If applicable adjust the gripper belt and separating wheel as per bottle size .Start the gripper belt and separating wheel. Set the speed of gripper belt and separating wheel	The gripper belt and separating wheel should be start.	
3	**Operation of Check-Weigher**	Press the start key to start the operation.	Checkweigher should start.	
		Challenge the checkweigher by passing the standard weights as per the target weight and beyond the tolerance limits. The checkweigher shall reject the out of tolerance samples.	The checkweigher should reject the out of tolerance samples.	
		For checkweigher on Bottle Packing line after Inline Capper machine, refer the table below for setting tolerance limit in BPCR		
		For checkweigher on Bottle Packing line after Capping machine, refer the table below for setting tolerance limit in BPCR		
		For Checkweigher Bottle/Blister packing line after cartonator, refer the table for setting tolerance limit as per weight of lightest component:		
		After completion of the test, clean the samples using dry lint free cloth duster and store in the designated place.	The samples should be cleaned and stored in designated place.	
		Start the conveyor belts by pressing motor ON key on basic screen or by pushing the push button 1 located beside mains switch on the base frame of Checkweigher.		
		Challenge procedure for checkweigher (on Bottle Packing line after Capping machine): Take a bottle		

Trainee's Sign/ Date: _____

On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No:	
Competency		Weighing	Effective Date:	
Equipment /Instrument Name		Checkweigher	Page No. 5 of 9	
Equipment /Instrument No.				

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		filled on counting machine and remove or add the desiccant, mark the bottle and place the same on center of conveyor before capping machine. Bottle shall be detected and rejected by the Checkweigher.		
		Challenge procedure for checkweigher (on Bottle Packing line/Blister packing line after Cartonator): Take a carton dispensed by cartonator and remove/add the leaflet/literature/ booklet. Stop the cartonator. Place the carton on center of conveyor before checkweigher. Carton shall be detected and rejected by Checkweigher.		
		Record the observations of the safety mechanism challenges in 'Verification of Safety Mechanism Checks during Manufacturing and Packaging' (SOP) of respective BPCR.		
		Frequency: Before start of operation and at the end of operation.		
4.	Shutdown of Check-Weigher	Switch OFF the checkweigher, after completion of operation.	The checkweigher should be switched OFF	
		Close the valve of compressed air.	The compressed air supply should be closed.	
5.	Safety Checks	Ensure that the checkweigher has been switched ON and ready for use as per the respective Standard Operating Procedure.	The checkweigher should be ready for operation as per SOP.	
		Ensure that the standard weights are visually clean, if required clean them using dry lint free cloth duster.	Standard weights should be clean.	
		Set the checkweigher to the target weight. The target weight shall be calculated by adding up the individual components.	Target weight should be set in the checkweigher.	

Trainee's Sign/ Date: _____

On Job Training Form

Name of Employee		Ref OCP/ACP No.:	
Employment Code		OJT No:	
Competency	Weighing	Effective Date:	
Equipment /Instrument Name	Checkweigher	Page No. 6 of 9	
Equipment /Instrument No.			

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		The tolerance shall be set at NMT ± 5% of the calculated target weight, rounded off to the nearest least count of the checkweigher, with an objective to detect lightest component at packaging stage.	Tolerance limit should be set in the checkweigher.	
		Make the checkweigher balance platform to zero in static condition	Checkweigher display shows zero in static condition.	
		Challenge the checkweigher by passing the standard weights as per the target weight and beyond the tolerance limits. The checkweigher shall reject the out of tolerance samples	The checkweigher shall reject the out of tolerance samples	
		After completion of the test clean the samples using dry lint free cloth duster and store in the designated place.	The samples should be cleaned and stored in designated place.	
		Record the details of observations of the safety mechanism challenges in the Verification of Safety Mechanism Checks record. (Format FM-QA-115) of respective BPCR **Frequency:** Before start of the operation.	The observations of the safety mechanism challenges should be recorded at defined frequency.	
6	**Action to be taken in Power Failure**	Restrict the movement and activity in the respective areas during power failure.	There should not be any movement and activity.	
		Stop manual loading & unloading of materials.	No loading & unloading of materials.	
		Switch off the main power supply to protect the machine or operation from restarting after power resumption.	The main power supply switched off.	
		Cover the in-process container containing tablets/capsules.	There should not be any open material.	
		Remove bottles after filling till capping in the bottle filling line.	All bottles from filling to capping should be	

Trainee's Sign/ Date: _____

				On Job Training Form

Name of Employee			**Ref OCP/ACP No.:**	
Employment Code			**OJT No:**	
Competency		Weighing	**Effective Date:**	
Equipment /Instrument Name		Checkweigher	**Page No. 7 of 9**	
Equipment /Instrument No.				

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
			removed.	
7	**After power resumption**	Check and ensure temperature, relative humidity and differential pressure is in within limit. (Do not proceed till the environmental conditions are achieved.	All the environmental conditions should be within specified limits.	
		Ensure that compressed air pressure required for Checkweigher is attained.	The required compressed air pressure should be attained.	
		Checkweigher verification shall be performed once again after resumption of power.	Checkweigher verification found within specified limit.	
		Perform the safety mechanism challenge test for Checkweigher.	Challenge test for Checkweigher performed and found OK.	
		Check and ensure few bottles/cartons approximately 10 Nos previously passed through the checkweigher.	Previously passed 10 bottles/cartons passed through checkweigher.	
		Start the machine operation	The machine operation started after ensuring all above points.	

Trainee's Sign/ Date: _____

	On Job Training Form		

Name of Employee		Ref OCP/ACP No.:	
Employment Code		OJT No:	
Competency	Weighing	Effective Date:	
Equipment /Instrument Name	Checkweigher	Page No. 8 of 9	
Equipment /Instrument No.			

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒

Remarks : Trainee has understood the activities and performed to satisfaction : Yes / No
Trainee's Sign/ Date: --------------------------
Trainee can be Certified : Yes / No   **Sign & Date:**   **SME / Trainer / Section Head**

Reference SOP /Document Number	

	On Job Training Form		
Name of Employee		**Ref OCP/ACP No.:**	
Employment Code		**OJT No:**	
Competency	Weighing	**Effective Date:**	
Equipment /Instrument Name	Checkweigher	**Page No. 9 of 9**	
Equipment /Instrument No.			

S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒

Photographs of "LINE CLEARANCE CHECK POINT" areas

Beneath Checkweigher

Rejection Bin

Cable Dressing

Inside Electric Panel

Below Conveyer

Bottle Separation Assembly

Trainee's Sign/ Date: _____