On Job Training Form

Name of Employee		Ref OCP/ACP No.:	
Employment Code		OJT No:	
Competency	Counting and filling machine	Effective date:	
Equipment / Instrument Name		Page No. 1 of 9	
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Sr. 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
Keeping parts of cleaning on pallet with stretch wrapping.	Taking Machine Parts Directly on the Area
Following Standard Operating procedure for cleaning	Assembling any machine part prior to approval of QA
Critically checking of each difficult to clean part/area.	Neglecting checking of critical area/difficult locations.
Following Call out procedure	-----

Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	
1.	Pre start up activities	Check and ensure that machine and room are clean as per type of cleaning.	The machine & area Should be clean.	
		Remove the cleaning check list affixed to the equipment and attach to current Batch Production and Control Record after confirming the details.	The cleaning checklist removed & after confirming the details, it is attached to BPCR.	
		If same batch of same product is to be continued.		

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		Check and ensure that the material in the room is of same batch under process. Remove the cleaning check list affixed to the equipment and tear it off after confirming the details.	The cleaning checklist removed & after confirming the details, it is teared off.	
		If next batch of same product is to be continued.		
		Remove Previous batch materials, containers, status labels & documents	Previous batch materials, containers, status labels & documents should not found.	
		If New product is to be taken on the Machine.		
		Remove previous product materials, containers, status labels & documents	Previous product materials, containers, status labels & documents should not found.	
		Inform the Quality Assurance personnel for approval. Do not proceed further till it is approved.	Approval taken from Quality Assurance personnel.	
2	Start up activities	Check & record the environmental conditions i.e. temperature, relative humidity and differential pressure; proceed further if these conditions are within limit as specified in the Batch Production Control Record. (In case of non-compliance do not proceed further, till it is rectified.)	These environmental conditions should be within specified limits.	

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Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		Check the material to be processed, for Material Identification, Product name, Batch Number from the label.	Material Identification, Product name, Batch Number should be as per BPCR.	
3	Machine Setting	Open the compressed air valve and switch ON main power supply switch.	The Compressed air supply started and Mains should be ON	
		Switch ON power box supply and main machine switch.	Main machine switch should be ON	
		Adjust the conveyor guide rails as per bottle width.	Conveyor guide rails adjusted as per bottle width.	
		Fix dipping nozzle as per bottleneck diameter.	Dipping nozzle fixed	
		Place one bottle on conveyor below dipping nozzle, adjust the center position of dipping nozzle and bottleneck by using adjust spindle wheel.	Center position of dipping nozzle and bottleneck adjusted.	
		Adjust the height level of dipping nozzle above the bottle.	Height level of dipping nozzle adjusted.	
4	PLC Setting	A] For CVC 1220 Manual Parameters		
		Adjust the gate 1 by using gate adjustment knob, in such a way that it will hold the bottle exactly below the dipping nozzle.		

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Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		Adjust the gate 2 by using gate adjustment knob to the left side of bottle under Dipping nozzle, in such a way that second bottle touch to the first bottle.		
		Check the gate 1 and gate 2 are activated by using enter key.		
		Set ruler gate 1(mm), ruler gate2 (mm), nozzle number and product number.		
		Enter Nozzle ID number and insert use detail, if any.		
		Set ruler gate 1(mm), ruler gate2 (mm), nozzle number and product number.		
		Enter Nozzle ID number and insert use detail, if any.		
		Pre Settable Setting		
		NUMBER TO COUNT: Enter the count as per batch production and control record then press the enter key.		
		PRODUCT LENGTH (0-99 unity mm.): Set the product maximum length measured by using Vernier caliper in mm and add 1 mm to set margin.		
		MINIMUM PRODUCT WIDTH (10 to 120 Unit/mm): – Set product width measured by using Vernier caliper in mm and minus 1 Examples as follows.		
		CONTAINER DIAMETER/LENGTH (10-120 unity=mm.): Set container Diameter/Length in MMI to ensure correct location and Bottle under the filling station. Accurate container diameter to synchronized conveyer container gate. Example as follows		
		COUNTING MODE (0 or 1): Count Mode Zero enables for the products to count more than 15 products and Count Mode 1 enables for the products to count less than 15 products.		
		B) **For Changeable Setting**		

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Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		NUMBER TO PRE-COUNT (0-9999): Set the pre count as per required size.		
		START FINE DOSING (0-9999): This setting is used to specify the product count on which the Vibrator plate speed shall switch over to the Fine dosing speed. Just before the total count is reached the middle and front vibrator plates should slow in order to get the last few products of each count accurately separated.		
		VIBRATOR PLATE SPEED (0-99): Set the counting speed and product separation count base on the shape and size of the products to get the physical separation of product without bouncing and overlapping of product to get optimum production speed		
		FINE DOSING SPEED (0-99): This setting is used to specify the vibration speed of the middle and front vibrator plates in the same way as the Vibrator plate speed setting does. Use the Fine dosing speed to accurately separate the last few products of each count. The Vibrator plate speed changes over to Fine dosing speed as soon as the Start fine dosing value is reached.		
		HOPPER PLATE SPEED (0-99): This setting is used to specify the vibration speed of the hopper vibrator plate. It is important that the product leaves the hopper in a smooth and controlled manner. First of all the adjustable hopper outlet should be adjusted in such a way that the product leaves the hopper single layered.		
		HOPPER PLATE PULSE TIME (0-9): This setting is used to specify the duration of the vibration pulses. Along with the Hopper plate interval time this determines the speed at which the product is dosed onto the middle vibrator plate.		

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

Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		HOPPER PLATE PULSE TIME (0-9): This setting is used to specify the duration of the vibration pulses. Along with the Hopper plate interval time this determines the speed at which the product is dosed onto the middle vibrator plate.		
		HOPPER GATE: Adjust the hopper gate for smooth flow of product from hopper to vibrator plate, recommended opening of the gate is 1.5 times of product thickness.		
		DISCHARGE TIME (10-200): Set the discharge time base on the last product dispensed in bottle as well as speed of counter.		
		Set the nozzle vibration in concern with pre count fall in nozzle and dispensing of product to avoid jam or hang up or spillage of products during running. Zero setting resulted no vibration and maximum dipping nozzle set up upto maximum 09.		
		Following are alarms for counting and filling machine: machine start/stop, emergency stop, illegal password, reset, container number reached, track empty, track full, external stop, lower vibration speed, product not separated, over count, double detection, too long/overlap product, channel defect, air pressure low, continue operation		
5	Procedure for Tablet Inspection System (Make: Jekson, Model: TABPRO-24T)	Switch on the main supply of the camera system Click on TABPRO icon.		
		Click on TIS application, username and password screen will appear after 180 second.		
		To start the application, Enter username and password.		

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Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		Click on the **accept** button to start the application, camera hood will move downward automatically.		
6	Teaching of Product:	Load the product in hopper.		
		Click on **Grab on** button.		
		Start the counting and filling machine. Once product comes below camera hood click on **Grab off** button.		
		Start the counting and filling machine. Once product comes below camera hood click on Grab off button.		
		Click on **Teach** button followed by click on **Start Continuous Grab** button to take image. Camera will continuously take the images.		
		Click on **Stop Continuous Grab** button to stop grabbing images once all good products are in image.		
		Press **next** button to select the shape of product as per BPCR.		
		Enter dimension of product in "mm" (refer attachment 05) and special characteristic of product (if applicable) as per BPCR.		
		Press **next** button for selection color of the product.		
		Click on center portion of the product where there is less variation in color intensity. Selected color will appear in the Threshold Color frame.		
		In case of dual color product, first select brighter color and then select less brighter color of Product		
		After selection all the products will be highlighted with yellow color		
		Appropriate threshold value using histogram Up/Down buttons to be set. The range of the color should be set such that entire product gets highlighted by yellow color.		

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Sr. No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes☑ / No☒
		Press **next** button for channel allocation.		
		Click on binarize image button. Click twice on simulate once button to change Shape, Tolerance, Foreign, Color Spot, Image Enhancement and Model Setting Thresholding parameters as per product requirement.		
		Enter recipe name and press **finish** button to save the recipe. "Recipe saved successfully" message will appear on the screen, then click on **ok** button		
7	**Challenge the tablet inspection system for the following tests:**	**Broken product**: Manually place broken piece of tablet / capsule on second plate (the vibrating plate between hopper and filler plate) of the counter. Let the tablet move through the filler plate of the counter. While passing though camera, the detection system shall detect the broken tablets. The said tablet shall be blow off while falling in the detection unit through filler plate **Good product**: Pass all good tablets/ capsules through camera inspection system. The machine should not reject the tablet / capsule.	Broken Product Detected by Detection System.	

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**

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

Reference SOP /Document Number	

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