



On Job Training Form

Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No:		
Competency		Effective date:		
Equipment / Instrument Name		Page No. 1 of 7		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>

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
Usage of Correct Desiccants/Pouch as per Item No mentioned in Process Order	Un even loading of Desiccants Insertion in Hopper
Proper Earthling of Desiccant Inserter	Not setting proper distance between bottle neck and insertion chute.
Sufficient Air Supply to machine.	Excess Speed of machine which causes mismatching of desiccants into the bottle.
	Bye passing of Sensors for bottle without desiccants/or improper setting of checkweigher.

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			
		Check and ensure that the material in the room is of same batch under process. Remove the cleaning check	The cleaning checklist removed		

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		list affixed to the equipment and tear it off after confirming the details.	& after confirming the details, it is torn 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.	
		Check the material to be processed, for Material Identification, Gross weight, Analytical Report Number, Product name, Batch Number from the dispensing label.	Material Identification, Gross weight, Analytical Report Number, Product name, Batch	

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			Number should be as per BPCR.	
		Ensure that supply is switch OFF during setting operation and cleaning.	Mains should be OFF	
		Do not open the safety guards when machine is kept ON.	The safety guards should be in place.	
		Elevator is working smoothly.	Elevator should be working smoothly.	
		Ensure that desiccant inserter is properly earthen.	Proper earthing should be given.	
		Ensure that compressed air pressure is not less than 6 bar.	The compressed air pressure is more than 6 bar.	
		Ensure that main compressed air valve is closed during cleaning.	The compressed air supply closed during cleaning.	
3	Machine Setting	Load the desiccant in desiccant hopper.	The desiccants loaded in the hopper.	
		Switch OFF main power supply of desiccant inserter.	Mains should be OFF	
		Adjust the conveyer guide grill as per the respective bottle size	The conveyer guide grill should be adjusted.	
		Adjust the machine height with the help of height adjustment wheel as per bottle height and keeping bottle under the Insertion opening	The machine height should be adjusted.	
		Perform sorting disk changeover as per various sizes of canister desiccant	Sorting disk fixed as per size of desiccant.	

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Name of Employee		Ref OCP/ACP No.:		
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Competency	Desiccant insertion	Effective date:		
Equipment / Instrument Name	Desiccant inserter	Page No. 4 of 7		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>

		Adjust the insertion chute as per desiccant size by using cantilever Z adjustment knob.	The insertion chute should be adjusted.	
		Adjust the bottle sensor position by keeping 5mm distance between bottle opening and sensor using front and rear adjustment knob.	Distance between bottle opening & sensor should be 5 mm	
		Switch ON main power supply and open the compressed air valve.	Machine should be ON and compressed air supply started.	
		Adjust the gating cylinder.	The gating cylinder adjusted properly.	
4	PLC setting	Start touch screen panel by startup switch. If the system is equipped with an optional login screen then enter the password and wait till its shows the main.	There should be access to system according to different levels.	
		To enter the production parameter, presses continue in touch screen panel.	Screen will show memory	
		Press edit for 5 second, to enter the details in bottle width/Gate time, canister length/ canister T., pieces per bottle, disk speed, Paddle speed.	Different parameters should be entered.	
		Touch on OUTPUT TOTAL and touch the number following OUTPUT TOTAL and press the COUNTER RESET or CLEAR key to reset the counter.	Counter gets reset.	
		Touch on REMAINING and touch the number following REMAINING, the numerical key pad will display then enter the desired production quantity.	Desired production quantity should be entered.	
		Touch on REJECTED and touch the number following REJECTED and press the COUNTER RESET or CLEAR key to reset counter.	Counter gets reset.	

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Equipment / Instrument Name		Page No. 5 of 7		
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S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>

		Touch on BTL.WIDTH or GATE TIME and touch the number following BTL.WIDTH or GATE TIME, the numerical key pad will display then enter the desired width of bottle.	The bottle width entered.	
		Touch on CANISTER T or CANISTER LEN and touch the number following CANIATER T or CANISTER LEN the numerical key pad will display then enter the desired canister length.	The canister length entered.	
		Touch on PCS/BOTTLE and touch the number following PCS/BOTTLE the numerical key pad will display then enter the desiccant quantity to be inserted in each container.	The desiccant quantity in each container entered.	
		Touch on DISK SPD and touch the number following DISK SPD the numerical key pad will display then enter the sorting disk speed as desired.	The sorting disk speed should be entered.	
		Touch on PADDLE SPD and touch the number following PADDLE SPD the numerical key pad will display then enter the paddle speed as desired.	The paddle speed entered.	
		Use the MEMORY OP function to recall previously stored memory & to save the Current parameter setting in memory.	Current parameter setting should be saved.	
		After all setting parameters, return to main screen.	Main screen should be displayed	
5	Operation	Touch the START key on touch screen panel to run the machine.	The machine should RUN	
		Continue the operation till the completion of batch.	Operation completed.	
		Stop the machine by touching PAUSE on touch screen panel, during operation if required.	The machine gets stopped	
6	Shutdown	At the end of operation stop machine by startup switch and main switch.	The machine should stopped.	

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Competency		Desiccant insertion		
Equipment / Instrument Name		Desiccant inserter		
Equipment / Instrument No.		Effective date:		
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S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		Record the activity in the equipment logbook and batch production and control record.	Details of the activity recorded.	
7	Safety Checks	Ensure that the Dessicant inserter is set and ready for use as per respective Standard Operating Procedure.	The Dessicant inserter is set and ready for use as per respective SOP	
		Start the machine. Manually stop the delivery of the dessicant into the container, the container shall be rejected.	The container should be rejected.	
		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	Observations of the safety mechanism challenges recorded as per defined frequency.	
8	Action to be taken in Power Failure	Cover the hopper of tablet counter machine with polybag/lid.	Hopper of tablet counter machine should be covered with polybag/lid.	
		Cover the in-process container containing tablets/capsules.	The in-process container containing tablets/capsules should be covered.	
9	After power resumption	Ensure that compressed air pressure is attained.	The required compressed air pressure should be attained.	
		Remove the bottles under desiccant inserter machine and put it under recoverable rejects.	Bottle under Desiccant inserter machine should be removed and put it	

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Equipment / Instrument No.				
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			under recoverable rejects.	
		Start the machine operation	The machine operation started after ensuring all above points.	

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	