On Job Training Form

Name of Employee			**Ref OCP/ACP No.:**	
Employment Code			**OJT No:**	
Competency		Induction cap sealing	**Effective date:**	
Equipment / Instrument Name		Induction cap sealer machine	**Page No.:** 1 of 9	
Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**

1. **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. **Dos and Don'ts:**

Do's	Don'ts
Ensuring Proper Use of Closures/Caps received into the area.	Do not fill capping elevator beyond its limit.
Ensure Proper setting and alignment of feeding chute onto discharge of capping neck.	Do not use caps which are broken or does not have wad liner inside.
Checking of all safety mechanism checks and sensors present for capping.	Do not neglect or bypass any sensor present onto capping line.
Timely checking of Induction Sealer Temperature and	Do not neglect variation in temperature of Induction machine sealer.

1	**Prestart up activities**	Check the material to be processed, for Product name, Batch number and quantity from the label.	Product name, Batch Number and quantity of the material should be as per BPCR.	
		Bring the material to be processed near induction cap sealer machine.	Material should be near to induction cap sealer machine.	
2	**Machine setting**	**A] For CVC Induction Cap Sealer Machine**		
		Place one bottle on conveyer below the sealing coil and adjust the height of bottle cap and sealing coil using hand wheel.	The height of bottle cap and sealing coil adjusted using hand wheel.	

Trainee's Sign/ Date: _____

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Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**
		Distance between bottle cap and induction sealing coil will be 3 mm on both side.	It should be 3 mm on both side.	
		Put on main power supply and press the reset button.	Machine should be ON	
		Set the side guide rail with respective bottle size.	The side guide rail adjusted with respective bottle size.	
		Adjust side guide rail and sealing coil center, bottle will pass exactly below the center line of induction sealing coil.	Bottle should pass exactly below the center line of induction sealing coil.	
		Set and adjust the bottle sensor and loose cap sensor with respective bottle.	The bottle sensor and loose cap sensor adjusted properly.	
		Set the foil sensor with respective bottle.	The foil sensor set with respective bottle.	
		Set the side sensor at outlet of the machine with respective bottle.	The side sensor should be set at outlet of the machine	
		B] For Enercon Induction Cap sealer Machine		
		Place one bottle on conveyer below the sealing coil and adjust the height of bottle cap and sealing coil using hand wheel.	The height of bottle cap and sealing coil adjusted using hand wheel.	
		Distance between bottle cap and induction sealing coil will be 3 mm on both side.	It should be 3 mm on both side.	
		Put on main power supply and the conveyor belt. Switch on the power supply of the machine	Machine should be ON	

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Equipment / Instrument Name		Induction cap sealer machine	**Page No.:** 3 of 9	
Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**
		Set the side guide rail with respective bottle size	The side guide rail adjusted with respective bottle size.	
		Adjust side guide rail and sealing coil center, bottle will pass exactly below the center line of induction sealing coil.	Bottle should pass exactly below the center line of induction sealing coil.	
		Set and adjust the infeed bottle sensor, proximity bottle sensor, missing foil sensor and high cap sensor with respective bottle.	The infeed bottle sensor, proximity bottle sensor, missing foil sensor and high cap sensor should be set properly.	
3	**PLC Setting**	**A] For CVC Induction Cap Sealer Machine**		
		Set the induction sealer power setting by pressing power button and set the power up and down key of power set point required percentage.	The induction sealer power setting completed	
		Press the run/setup button, set the rejection delay time. To adjust value, use duration up/down button	All data should be entered.	
		Press the alarm button for setting of alarm / timer.	Alarm/timer setting should be done.	
		Press button in read out selection, to view total bottle, rejected bottle and run time	All related data viewed.	
		B] For Enercon Induction Cap sealer Machine		
		Put on the EJECT SYSTEM .Set the EJECT, and EJECT DELAY in EJECT DELAY in Eject system with respective bottle. Adjust the IN and OUT speed of eject cylinder with the help of knob	The IN and OUT speed of eject cylinder should be adjusted.	
		Set the function parameters by pressing setup button. Use scroll button to view the function required the	The function parameters saved.	

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Equipment / Instrument Name		Induction cap sealer machine	**Page No.:** 4 of 9	
Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**
		press select button, make setting use + and – button and save the changes by pressing done button		
		To set the Low Sealing Indicator level select LSI LEVEL by pressing select button. Set the % power required using + and – button as per Annexure -I.	The Low Sealing Indicator level should be set.	
		To set EJECT TIME press select button, by pressing + and – button set the same time as displayed on EJECT TIME on the eject system.	EJECT TIME should be set.	
		To set EJECT DELAY press select button, by pressing + and – button set the same time as displayed on EJECT DELAY on the eject system.	EJECT DELAY should be set.	
		To set STALL DELAY press select button, by pressing + and – button set the time.	STALL DELAY should be set.	
		To set AUTO START press select button, by pressing + and – button set AUTO START ON and OFF.	AUTO START ON/OFF should be set.	
		To set CAP INSPECTION press select button, by pressing + and – button set CAP INSPECTION ON and OFF.	CAP INSPECTION ON /OFF SHOULD BE SET.	
		To reset the count of TOTAL BOTTLE, HIGH CAP, MISSING FOIL and BAD BOTTLE press DONE button and hold it till all count gets zero.	All counts should get zero.	
4	**Operation**	**A] For CVC Induction Cap Sealer Machine**		
		Press the start button to run the machine.	The machine should run.	
		Continue the operation, till the completion of batch.	Operation completed.	
		B] For Enercon Induction Cap sealer Machine		
		Press REMOTE button to run the machine in remote interlock.	The machine should run.	

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Equipment / Instrument Name		Induction cap sealer machine	**Page No.:** 5 of 9	
Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**
		Verify safety mechanism checks for Induction Cap Sealer Machine.	Safety mechanism checks for Induction Cap Sealer Machine should be OK	
		Press the start button to run the machine.	The machine should run.	
		Continue the operation, till the completion of batch	Operation completed.	
		Place two bottle with cap on conveyer below the sealing coil and adjust the height of bottle cap and sealing coil using hand Wheel.	Height of bottle cap sealing coil adjusted	
		Set the clearance between cap surface and bottom of induction sealing coil.	clearance between cap surface and bottom of induction sealing coil is well set	
		Set the side guide rail with respective bottle size.	The side guide rail with respective bottle size is well set	
		Set the induction coil properly and ensure that the bottle should pass through center line with respect to sealing coil of Induction machine.	induction coil properly set well	
		Verify the conveyer speed displayed on digital display aligned with induction conveyer	conveyer speed is verified	
		Set Missing Foil Sensor by keeping bottle with cap below to the sensor and adjust height by screwing up and down to blow yellow light of sensor.	Missing Foil Sensor is set well	
		Set the Loose cap sensor by keeping bottle with cap and adjusting sensor i.e. loose cap sensor have two sensor lower one that sense presence of bottle and upper one to check correct height of cap with reflector mounted on opposite site. If beam is broken loose cap fault is generated and bottle get rejected in rejection	Loose cap sensor is well set	

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Equipment / Instrument No.				
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**
		bin.		
5	**Shutdown**	**A] For CVC Induction Cap Sealer Machine**		
		Stop the machine by using start up switch and main switch, at the end of operation. Stop the conveyor belt using switch.	The machine and conveyor belt should stop.	
		Record the activity in the Equipment log card and Batch production and control Record	The activity recorded in Equipment Log cards and BPCR	
		B] For Enercon Induction Cap sealer Machine		
		Stop the machine by pressing Stop button and Power ON/OFF button. Put the main switch OFF at the end of operation. Stop the conveyor belt using switch.	The machine and conveyor belt should stop.	
		Record the activity in the Equipment log card and Batch production and control Record	The activity recorded in Equipment Log cards and BPCR	
6	**Safety Checks**	Ensure that the Induction sealing machine is set and ready for use as per respective Standard Operating Procedure. Ensure that the set % power and threshold % power setting of the machine are set as per the procedure. (E.g. Set = 75%, Threshold = 65%)	The machine is ready for use and % power and threshold % power setting of the machine should be set as per procedure.	
		Start the machine, and reduce the setting of % power (e.g. 75%) to set threshold limit (e.g. 65%); the induction sealing machine and product separating wheel shall stop and reject the containers on belt (For Make- CVC). Conveyor belt should stop (For Make- Enercon).The machine shall start only after increasing the % power setting beyond threshold set limit.	The induction sealing machine and product separating wheel should stop and reject the containers on belt.	

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Equipment / Instrument No.					
S.No.	**Activities / Functions**	**Controls / Machine Setting**		**Expected Results**	**Trainee has understood Yes☑ / No☒**
				The machine started after increasing the % power setting beyond threshold set limit.	
		Start the induction sealing machine in normal setting. Load one empty bottle capped with a cap having no liner. The machine shall detect the absence of the liner and shall reject the same.		The bottle with no liner 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.	
7	**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.	
8	**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.	
		Check and ensure that bottle under machine are sealed.		Unsealed bottles should be rejected.	

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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	

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Equipment / Instrument Name		Induction cap sealer machine	**Page No.:** 9 of 9	
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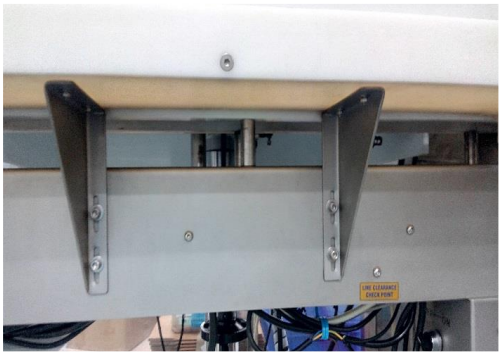
S.No.	**Activities / Functions**	**Controls / Machine Setting**	**Expected Results**	**Trainee has understood Yes☑ / No☒**

Photographs of Line Clearance Check Points

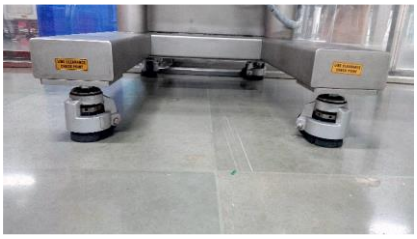
1) Inside the electrical panel

2) Rejection bin



3) Below Conveyer

4) Cable dressing



5) Beneath the Machine

Trainee's Sign/ Date: _____