# On Job Training Form

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|---|---|---|---|---|
| **Name of Employee** | | | **Ref OCP/ACP No.:** | |
| **Employment Code** | | | **OJT No.:** | |
| **Competency** | | In-line capping | **Effective date:** | |
| **Equipment / Instrument Name** | | In-line capper machine | **Page No. 1 of 10** | |
| **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 |
|---|---|
| Use Correct size Closures as per Process Order. | Usage of Closures without ensuring in BPCR and PO |
| Setting of Torque as per BPCR | Bye passing of Sensors like tilt cap, No Cap, cap without liners. |
| Proper Adjustment of parts like Chute, Gripper belt, rollers, Star wheels, chute rails., spindle speed. | Not segregating Recoverable and Non Recoverable Rejects Generated from Capping Machine. |

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|---|---|---|---|---|
| **1.** | **Pre start up activities** | Check and ensure that machine and room are clean as per type of cleaning and Record | 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 list affixed to the equipment and tear it off after confirming the details. | The cleaning checklist removed & after confirming the details, it is | |

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| | | | 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. | |
| **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 Number should be as per BPCR. | |
| | | Bring the material to be processed near in-line capper machine. | Material should be near to in-line | |

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| **Equipment / Instrument No.** | | | | |
| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | | | capper machine. | |
| **3** | **Machine setting** | Switch ON the main of power supply of inline capper. Wait till shows the main menu. | There should be display of main menu screen. | |
| | | Open the compressed air valve. | Compressed air supply should be ON | |
| | | Load the cap in elevator hopper. | Caps loaded in hopper. | |
| | | Adjust the conveyor belt guiding rail and product spacing wheel as per bottle size | The conveyor belt guiding rail and product spacing wheel should be adjusted. | |
| | | **For Model CVC-1205 and CVC-BELTSTAR.C** | | |
| | | Adjust the cap elevator conveyor belt position. | The cap elevator conveyor belt position adjusted. | |
| | | Place one cap between the elevator surface and the cover plate. Adjust the knobs until the distance between cap and the cover plate within 2 mm | The distance between cap and the cover plate should be less than 2 mm | |
| | | Adjustment of the cap-selecting device, knob to aim the two compressed air nozzles and cap sensor to the center of the cap. | All settings should be completed | |
| | | **For Model CVC-1206** | | |
| | | Adjust the cap angle | The cap angle | |

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| **Equipment / Instrument Name** | | In-line capper machine | **Page No. 4 of 10** | |
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| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | | | adjusted. | |
| | | Adjust the front chute cover by front height adjustment knob | The front chute cover adjusted. | |
| | | Use the jog pulsator and jog the cap elevator. Adjust the rare chute cover by rare height adjustment knob<br>Adjust the cap guide chute width. adjust the cap backlog sensor to center | The cap guide chute width and rare chute cover should be adjusted. | |
| | | Adjustment of the cap-selecting device, knob to aim the two compressed air nozzles and cap sensor to the center of the cap. | All settings should be completed | |
| | | Adjust the stop –block bar | The stop –block bar should be adjusted. | |
| | | Adjust the cap reverse mechanism by angle adjustment knob | The cap reverse mechanism adjusted properly. | |
| | | Adjust the cap width, Put one cap under the upper guide plate and loose the knob to allow the space between cap and upper guide plate to be 1~2mm then tighten the upper guide plate knob. | The space between cap and upper guide plate should be 1~2mm | |
| | | Adjust the cap discharge width; loose the discharge stop block knob and bottom guide plate knob. Put one cap at the discharge chute, the cap to the center of the sensor and tighten the discharge bottom guide plate. Adjust the discharge stop-block so that the free space for cap to get through the discharge chute will be approximately 1 mm | The cap discharge width should be adjusted properly that the free space for cap to get through the discharge chute should be approximately 1 mm | |

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| **Equipment / Instrument Name** | | In-line capper machine | **Page No. 5 of 10** | |
| **Equipment / Instrument No.** | | | | |
| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | | Adjust the chute width by using rail width adjusting knob. The gap between cap and chute rail guide plates to be within 1~2 mm. | The gap between cap and chute rail guide plates should be within 1~2 mm. | |
| | | Adjust the chute rail to fit cap height by using the upper left and lower left level adjusting knobs on the left side and the upper right and lower right level adjusting knobs on the right side are to decide the level of the top hold down guide plate to outfit the cap thickness (height). | The cap thickness (height) adjusted. | |
| | | Adjust the cap baffle on the end of chute rail, place a cap into the chute rail and slide it to the lower end to ensure the centerline of the cap aligns to the neck of the rail end | The centerline of the cap aligns to the neck of the rail end. | |
| | | Adjust the press down plate, torque station/spindle and gripper belt setting. | The press down plate, torque station/spindle and gripper belt setting should be adjusted. | |
| | | Set the machine height adjustment with height adjustment wheel. | The machine height adjustment should be completed. | |
| | | For Model CVC-1205 and CVC-1206 set the product sensor and missing foil and loose cap assembly. For Model CVC-BELTSTAR.C set the bottom cap in track sensor, bottle in front of reject sensor, cap in feeder sensor, outfeed backup sensor, cap in track sensor, bottle detect for inspection sensor and reject station. | All the required sensors should be set properly at their appropriate positions. | |
| **4** | **PLC setting** | **For Model CVC-1205 and CVC-1206** | | |

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| **Equipment / Instrument No.** | | | | |
| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | | Enter the parameter on machine touch screen panel.<br>REMAINING – Use this function to set desired production quantities if required.<br>TOTAL QTY – Use this function to 'Reset the counter' & to see the total production counted.<br>TOTAL REJ. – Use this function to see rejection quantity during production.<br>SPINDLE SPD – Spindle speed is decided by the speed of gripper belt & cap size. To adjust spindle speed use + or – buttons (Range: 20 ~ 60 M).<br>GRIPPER SPD – Use this function to adjust the speed of gripper belt (Range: 10 ~ 30M).<br>ELEVATOR SPD – Use this function to adjust elevator speed (Range: 7 ~ 20 M). Elevator speed is determined by the cap size & capping speed to reach a smooth capping.<br>OTHER SETTING -Other setting includes Record of machine adjust, call parameter. Different manual adjustment references values are recorded in record of machine adjust. Call function is used to recall memory. Parameter function used to enter technical parameter setting. | All the parameters entered on the touch screen panel. | |
| **5** | **For CVC 1206-L-H2 SE** | Use power switch to power on capping machine by rotating switch from 'O' to 'I' Position. Wait for control panel to boot. | | |

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| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | |  | | |
| | | Press the MAIN key to enter in main screen as below | | |
| | |  | | |
| | | For Torque follow this Screen | | |
| | |  | | |
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| | | For Counter Setting this screen will display. | | |
| **6** | **Operation** | After all setting of speed parameters as per bottle size press START to start the machine. | The machine should get started. | |
| | | Continue the operation till the completion of batch. | Operation completed. | |
| **7** | **Shutdown** | Stop the machine, by touching the PAUSE/STOP key on touch screen panel.<br>Switch OFF the main power supply of the machine. | The machine gets stopped. | |
| | | Write the production details in the Batch Production and Control Record and equipment log card. | All the production details recorded. | |
| **8** | **Safety Checks** | Ensure that the inline capper is set and ready for use as per respective Standard Operating Procedure. | The inline capper is set and should be operational. | |
| | | Stop the cap feed from cap chute, the bottle shall pass through the machine without cap. The machine shall detect the absence of the cap and subsequently reject the same | The bottle without cap should be rejected. | |
| | | Start the inline capper in normal setting. Load one empty container capped with a cap having no liner. The machine shall detect the absence of the liner and subsequently reject the same. | The container capped with a cap having no liner should be rejected. | |
| | | Record the details of observations of the safety mechanism challenges in the Verification of Safety Mechanism Checks record. (Format) of respective BPCR<br>Frequency: Before start of the operation. | The observations of the safety mechanism challenges recorded. | |
| **9** | **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. | |

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| **S.No.** | **Activities / Functions** | Controls / Machine Setting | **Expected Results** | **Trainee has understood Yes☑ / No☒** |
| | | 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 removed. | |
| **10** | **After power resumption** | Ensure that compressed air pressure is attained. | Required compressed air pressure should be attained. | |
| | | Remove the bottles under inline capper machine and put it under recoverable rejects. | The bottles under in-line capper machine removed and put it under recoverable rejects. | |
| | | Start the machine operation | The machine operation started after ensuring all above points. | |

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

| **Reference SOP /Document Number** | |
|---|---|
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