



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 10		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input 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
Checking of label proof with all the information as per given frequency	Not checking label proof after roll or stereo printing changed.
Separate rejection system for rejected label with Non Recoverable Label.	Keeping label open and not keeping in cage trolley.
Challenging of Barcode, Pharma code system as per frequency and after roll change.	Not recording or reconciling rejected label quantity into the BPCR
	Pasting of Label on conveyer belt while setting.

1	Start up activities	Check the material to be processed, for identification, quantity, analytical report number, Product name and Batch number from the label.	Identification, Product name, Batch Number and quantity of the material should be as per BPCR.	
		Switch ON the main electric supply of Labeling machine	Labeling machine should be ON	
		Open the valve of compressed air.	Compressed air supply should be ON	
2	Machine	A] For Make: CVC Technologies Model: CVC 302		

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No.:	
Competency		Labeling	Effective date:	
Equipment / Instrument Name		Labeling machine	Page No. 2 of 10	
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

	setting	Adjust the conveyer guide rail as per the respective bottle size.	The conveyer guide rail should be adjusted.	
		Check proper bottle spacing by passing bottle through bottle separating wheel	There should be proper bottle spacing.	
		Adjust the wrap plate as per bottle width using wrap plate adjustment wheel.	The wrap plate should be adjusted properly.	
		Mount the label roll on label roll disk. Pass the label web through bar code scanner, Hot stamp printer & label sensor.	The label web passed through the bar code scanner, Hot stamp printer & label sensor.	
		Use 'U' clipper to fasten label web backing paper onto the rewind spool. Spool in clockwise direction to tighten the backing paper	The label web backing paper fastened with 'U' clipper	
		Tighten the advance roller lock & backing paper lock properly	The advance roller lock & backing paper lock tightened properly	
		Arrange all the metal letters required for batch label coding in a centered & balanced way on type holder.	All the required metal letters arranged centrally & balanced way on the type holder.	
		B] For Make Maharshi Udyog Model VSC/VLC-120		
		Adjust the conveyer guide rail as per the respective bottle size.	The conveyer guide rail should be adjusted.	

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No.:	
Competency		Labeling	Effective date:	
Equipment / Instrument Name		Labeling machine	Page No. 3 of 10	
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		Check proper bottle spacing by passing bottle through bottle separating wheel.	There should be proper bottle spacing.	
		Mount the label roll on label roll disk. Pass the label web through photo sensor, HSA printer	The label web passed through the photo sensor, HSA printer.	
		Fasten label web backing paper onto the rewind spool. Spool in clockwise direction to tighten the backing paper.	The label web backing paper fastened onto the rewind spool	
		Tighten backing paper lock properly.	The backing paper lock tightened properly.	
3	PLC Setting	For Make Maharshi Udyog Model VSC/VLC-120		
		Press Maharshi Monitor icon on PLC. Press the login & enter user name and password and press ok	Screen shows LOGIN/RUN/SETTING/ALARMS	
		Press RUN key. RUN screen shall appear. Press RESET TOTAL to reset Total Label, Rejected bottle and Label/min counter zero. To make the counter zero for Bottle @ release plate and Bottle@ reject station Press SETTING key and press Batch sensing key twice. Press RUN key to come in run mode	RUN screen should appear. Machine should come in RUN mode after setting various parameters.	
		Enter the product Name, desired speed and product delay. Press Auto Detect Length Key. The machine shall detect label length automatically	All data should be entered and machine should detect label length automatically.	
		Press the SETING key. Insert the data entry for Pre-	All data should be	

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No.:	
Competency		Labeling	Effective date:	
Equipment / Instrument Name		Labeling machine	Page No. 4 of 10	
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		dispensing Length, Product Delay, Label Sensor Position, Print time. In skip sense activate Absent label rejection, Infeed sensing and Batch sensing mechanism by pressing respective key. Ensure that all three keys should be GREEN	entered and all three keys should be GREEN	
		In Alarm parameter enter Hooter time and Shut down delay for Empty roll. For Label absent enter the “Product to label delay” “Reject delay” “Reject time” “Checking camera position” and “Infeed delay	All data should be entered.	
		Go to alarms screen by pressing ALARMS key and acknowledge alarm if any.	There should be display of ALARMS screen. Alarm if any should be acknowledged.	
		Go to run screen by pressing RUN key. Press the RUN key; it will become GREEN.	RUN screen should be displayed and RUN KEY became green.	
4	Operation	A] For Make: CVC Technologies Model: CVC 302		
		For CVC 302 - Start the machine by Pressing ‘Self set A NEW JOB’ on touch screen panel and the data of Bottle length, backing paper setting value, label and length, label gap and bar- code is automatically adjusted by machine, and the labeling operation is initiated.	Labeling machine should start.	
		For CVC 430- Ensure that no back paper should be in front of label sensor .Press the F1 auto adjustment key and pass one bottle on conveyor it will auto set all the parameter then set the label Extension and Position value.	All parameters and the label Extension and Position value. Should be set.	

Trainee’s Sign/ Date: _____



On Job Training Form

Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No.:		
Competency		Effective date:		
Equipment / Instrument Name		Page No. 5 of 10		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		Check that the overprinted matter on label and label pasted on bottle are proper.	Label checked for the overprinting matter and should be pasted properly.	
		Start the machine without leaving the bottle on to the labeling conveyor.	Machine is started	
		Remove one label from the release paper during unwinding and run the machine. The machine will detect the missing label on bottle and subsequently reject the bottle.	One label is removed from the release paper	
		Generate a label coded with missing character. The machine Will detect and subsequently reject the container labeled with missing character in over coding.	A label coded with missing character is generated	
		Put one extra line on the bar code of the label. The BPO system will detect and subsequently reject the wrong bar coded label.	One extra line on the bar code is put on the label	
		Record the Observations in BPCR.	Observations are recorded in BPCR	
		Set up the Bar code /Pharmacode /Optical character reader camera system as per SOP.	The Bar code /Pharmacode /Optical character reader camera system should be set properly.	
		The barcode scanner is challenged by, putting an extra line on barcode of the label. The machine should reject the label.	The machine rejected the label.	
B] For Make Maharshi Udyog Model VSC/VLC-120				
		Go to run screen by pressing RUN key. Press the RUN key; it will become GREEN.	RUN screen should be displayed. RUN key should be	

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No.:		
Competency		Effective date:		
Equipment / Instrument Name		Page No. 6 of 10		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

			green.	
		Set the HSA jet Printer coding as per SOP.	The HSA jet Printer coding set properly.	
		Set up the Bar code /Pharmacode /Optical character reader camera system as per SOP No. SOP/SD/OPN/094	The Bar code /Pharmacode /Optical character reader camera system should be set properly.	
		Press Conveyor Key to start conveyor. Manually pass few bottles Check that the overprinted matter on label and label pasted on bottle are proper.	The conveyor started.	
		Verify safety mechanism checks for Labelling machine and start the operation.	Safety mechanism checks should be OK and operation started.	
		Challenge the pharmaproof & camera system (non serialized / serialized mode) on Optel Camera system for the following defects		
		Deface the pharmacode on the label and pass the label through the camera. The machine should detect and reject the bottle with such a label.	The pharmacode on the label properly Defaced	
		Incorrect Batch Code: Print one label with batch details and deface one character for missing character (numerical character only); pass the label through the camera. The machine should detect and reject the bottle with such a label	The machine is checked for incorrect batch code and rejection of the bottle	
		Missing label: Pass one unlabeled bottle through the missing label sensor. The machine should detect and reject such bottle.	The machine is checked for missing label of bottle	

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No.:		
Competency		Effective date:		
Equipment / Instrument Name		Page No. 7 of 10		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		Incorrect 2D data matrix: Print label with 2d Data matrix and deface the 2d data matrix on the label. Pass the label through the camera, machine should detect and reject bottle with such a label (wherever applicable).	The machine is checked for Incorrect 2D data	
		Record the data in BPCR.	All data is recorded in BPCR	
5	Shutdown of Machine	For CVC302 -To stop the machine press PAUSE on touch screen panel (CVC 302).	Machine stopped	
		For Maharshi Udyog –To stop the machine Press RUN key, machine shall stop .Close the run window	Machine stopped and RUN window closed.	
		Switch OFF the main electric supply of labeling machine, after completion of operation.	The machine switched OFF	
		Close the valve of compressed air.	The compressed air supply should be closed.	
		Write the production details in the Batch Production and Control Record and equipment log card.	All the production details recorded.	
6	Safety Checks	Missing label / Over coding / Bar code		
		Ensure that the sticker labeling machine is set and ready for use as per respective Standard Operating Procedure.	The sticker labeling machine is set and ready for use as per respective SOP	
		Start the machine without leaving the bottle on to the labeling conveyor.	The labels shall not be dispensed in absence of bottle.	
		Pass some bottles on the conveyor and upon sensing the bottle the label shall be dispensed.	The label should be dispensed.	
		Remove one label from the release paper during unwinding and run the machine. The machine shall	The machine detected the	

Trainee's Sign/ Date: _____



On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No.:	
Competency		Labeling	Effective date:	
Equipment / Instrument Name		Labeling machine	Page No. 8 of 10	
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		detect the missing label and subsequently reject the container.	missing label and subsequent container should be rejected.	
		Stop the over coding station and allow the non over coded label to pass through the labeling machine. The machine shall detect and subsequently reject the container labeled with non over coded label.	Non over coded label should be rejected.	
		Put one extra line on the bar code of the label. The bar code sensor shall detect and subsequently reject the wrong bar coded label.	The wrong bar coded label 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	Observations of the safety mechanism challenges recorded.	
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.	
		Cover the in-process container containing tablets/capsules.	There should not be any open material.	
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.	

Trainee's Sign/ Date: _____



On Job Training Form


Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No.:		
Competency		Effective date:		
Equipment / Instrument Name		Page No. 9 of 10		
Equipment / Instrument No.				
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input type="checkbox"/> / No <input type="checkbox"/>

		Check and ensure that bottle on machine for legible over printing, cross label, improper pasting. If any such bottles observed then remove the label and re label the bottle.	Label of the bottle with Illegible over printing, cross label, improper pasting should be removed, relabeling of the bottle should be done.	
		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	

Trainee's Sign/ Date: _____

 <h2 style="text-align: center;">On Job Training Form</h2>				
Name of Employee		Ref OCP/ACP No.:		
Employment Code		OJT No.:		
Competency		Labeling		
Equipment / Instrument Name		Labeling machine		
Equipment / Instrument No.		Page No. 10 of 10		
S.No.	Activities / Functions	Controls / Machine Setting	Expected Results	Trainee has understood Yes <input checked="" type="checkbox"/> / No <input checked="" type="checkbox"/>

Photographs of Line Clearance Check Points



1) Rejection bin



2) Inside the electrical panel.



3) Massage pad and pill off blade.



4) Below conveyor.



5) Cable Dressing



6) Beneath the machine.

Trainee's Sign/ Date: _____