



On Job Training Form

Name of Employee			Ref OCP/ACP No.:	
Employment Code			OJT No.:	
Competency		Metal detection	Effective date:	
Equipment / Instrument Name		Metal detector	Page No.: 1 of 9	
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
Setting of Desired parameters like, sensitivity, delay time, threshold.	Bye passing of flaps/ malfunctioning of flaps
Collect all the bottles on metal detector conveyor and pass the individual bottle again through the metal detector and sort out the rejected bottle	Improper Rejection Handling.
Recording of Metal Detector and performing the metal detection.	If any metal contaminants found then hiding it from escalating to supervisors.

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 teared off.		

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		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 Identification, Product name, Batch Number from the label.	Material Identification, Product name, Batch Number should be as per BPCR.	
		Bring the material to be processed near to the Metal Detector.	The material should be near to the metal detector.	
		Switch on the main electric supply of equipment.	Metal detector should be ON.	

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		Take the standard test pieces samples from production officer/executive, for safety check verification.	The standard test pieces samples taken from production officer/executive, for safety check verification.	
3.	Set the Metal Detector in Auto mode, Make: Techno four (Metal trap 03) for LDPE bag/Pouch as follows:	Switch ON the 'ON/OFF' toggle switch		
		System shall perform system self check.		
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>		
		Start the Conveyor belt using the 'Motor ON' push button.		
		Press 'Setup' key, Press 'Enter' key.		
		Press Enter key again, enter the password using the '▲▼◀▶' arrow keys and press Enter key, 'Enter Product Name' screen shall appear		
		Using the '▲▼◀▶' arrow keys, enter the Product name and press 'Enter' key.		
		Use '▶' key to go to the 'Batch No.' screen.		
		Using the '▲▼◀▶' arrow keys, enter the Batch Number and press 'Enter' key.		
		Press the 'Display' key. Main screen shall appear.		
		Press the 'Result' key followed by 'Setup' key. Press		

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		<p>the '▶' key till 'Sel. Auto setting' screen appears. Press 'Enter'</p> <p>key. Ensure that the previously entered Product name appears.</p>		
		<p>Press Enter key again and enter the Password using '▲▼◀▶' arrow keys, press 'Enter' key.</p>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>STOP CONVEYOR CHECKING ELEC. NOISE</p> </div>		
		<p>by pressing off button.</p> <p>Start the Conveyor belt using the 'Motor ON' push button Press the 'Enter' key.</p>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>BELT CHECK - 1 UNDER PROGRESS</p> </div>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>BELT CHECK - 2 UNDER PROGRESS</p> </div>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>NO SIGNAL FROM BELT</p> </div>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>PRESS ENTER AND PASS PRODUCT</p> </div>		
		<p>Press 'Enter' key and Pass the product at reasonable speed to simulate the product feeding rate, display shall</p>		

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		show 'Auto setting done Loading parameters', and return back to main screen.		
		After auto setting the system shall automatically set the values for 'Defect threshold', 'Hold Delay' and Product Phase'.		
		In case the threshold value is more than 650 mV then press the 'Setup' key. And enter password using '▲▼◀▶' arrow keys.		
		Press the '▶' key till 'Defect THR.' Appears, Press 'Enter' and enter the threshold value 650 mV. Press 'Enter' key. Go to main screen.		
		Note: In case of products containing iron oxide as an ingredient, the observed threshold during auto setting with actual product should be considered as standard threshold value during operation.		
		Pass the test samples, Ferrous (1.5 X 1.5 X 1.5 mm), Non Ferrous (2 X 2 X 2 mm) and Stainless Steel (2.5 X 2.5 X 2.5 mm) thrice and ensure that the belt stops every time (the test pieces should be moved at reasonable speed to simulate the product feeding rates).		
		Set the metal detector, Make CVC:		
		Start the Main Power switch. Start the conveyor switch and set the speed of conveyor.	The metal detector should be switched ON, the conveyor belt started and speed of conveyor should be adjusted.	

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		Press select button. Enter the security code (If applicable).	There should be access to system according to different levels.	
		Press select key to select the test function (If applicable).	The test function should be selected.	
		Enter the PIN (If applicable). Pass the Ferrous sample through the metal detector within 9 second. Conveyor should stop.	The conveyor stopped.	
		Press the select key. Enter the PIN (If applicable). Pass the Non-Ferrous sample through the metal detector within 9 second. Conveyor should stop.	The conveyor stopped.	
		Press the select key and by using the navigation key select the "Exit" function and press select key (If applicable).	The system should Exits from the current menu.	
4	Operation of metal detector	For Metal detector Make- CVC follow the procedure as below		
		Start the conveyor and pass the filled bottle through center of tunnel	The conveyor started and bottle passed through the center of tunnel.	
		When metal contaminants where detected then conveyor will stop	The conveyor should stop.	
		Collect all the bottles on metal detector conveyor and pass the individual bottle again through the metal detector and sort out the rejected bottle	The rejected bottle should be collected in another poly bag and label it as Non recoverable rejects.	
		Record the quantity of good tablets and rejected tablets in Batch Production and Control Record.	The quantities of good bottles and rejected bottles	

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			should be recorded.	
		Continue the operation till the completion of compression /capsule filling machine activities.	Operation completed.	
5.	Shutdown	Switch "OFF" the electrical supply of machine.	The machine should be switched OFF.	
		Close the in process container properly.	The in-process container should be closed properly.	
		Write the production details in the Batch Production and Control Record and equipment log card.	The production details should be recorded.	
6.	Safety Checks	Ensure that the standard test samples for metal detector are visually clean, if required clean them using dry lint free duster.	The standard test samples for metal detector should be visually clean.	
		Pass the standard test samples (Ferrous/Non-Ferrous) through the metal detector one by one. Metal detector shall detect the metal pieces and reject the same. Ensure that the standard test pieces are collected in rejection container.	Metal detector should detect the metal pieces and reject the same and collected in rejection container.	
		After completion of the challenge test, clean the standard test samples using dry lint free duster and return to Production Officer.	The standard test samples should be cleaned using dry lint free duster and returned to Production Officer.	
		Record the details of observations of the safety mechanism challenges in the Verification of Safety Mechanism Checks record. (Format) of respective	The observation recorded as per defined frequency.	

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		<p>BPCR.</p> <p>Frequency: Before start of operation, at the frequency of every 2 hours and after completion of operation for metal detector.</p>		
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.	
		Remove bottles after filling till capping in the bottle filling line.	All bottles from filling to capping should be removed.	
8	After power resumption	Pass the test samples through the metal detector.	Metal detector should detect the metal pieces and reject the same and collected in rejection container.	
		Remove the bottle under metal detector machine and put it under recoverable rejects.	The bottles under the metal detector removed and kept under the recoverable rejects.	
		Start the machine operation.	The machine	

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			operation started after ensuring all above points.	
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Remarks: Trainee has understood the activities and performed to satisfaction : Yes / No

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Trainee's Sign/ Date: -----

Trainee can be Certified : Yes / No
Sign & Date:
SME / Trainer / Section Head

Reference SOP /Document Number	