



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Continuous Band Sealer (Pouch Sealer)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Vernacular SOP:** No

### 1.0 OBJECTIVE:

1.1 To lay down a procedure for cleaning & operation of Continuous Band Sealer (Pouch Sealer).

### 2.0 SCOPE:

2.1 This procedure is applicable for cleaning & operation of Continuous Band Sealer (Pouch Sealer) in production department.

### 3.0 RESPONSIBILITY:

3.1 Technical Assistant : Cleaning and operation of Continuous Band Sealer

3.2 Officer and Executive : Production Department : Supervision cleaning and operation of Continuous Band Sealer

3.3 Manager : Production Department : Compliance of SOP.

### 4.0 DEFINITION (S):

4.1 Not Applicable

### 5.0 PROCEDURE:

#### 5.1 CLEANING

5.1.1 Ensure that all the materials of previous batch are removed from the packing cubicle.

5.1.2 Remove "UNDER PROCESS" label and affix "TO BE CLEANED" label on the machine with date and sign of the production officer.

5.1.3 Switch "OFF" the utility supply before cleaning.

5.1.4 Clean the control panel with clean and dry lint free cloth.

5.1.5 Clean the top and outer surface of machine with the dry lint free cloth.

5.1.6 Replace the "UNDER CLEANING" status label by "CLEANED" status label on the machine with date and sign of the production officer.

5.1.7 Record the cleaning activity in equipment usage log as per SOP (Making entries in equipment usage and cleaning log sheet).

5.1.8 Clean the area as per SOP (Cleaning of production area).



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### 5.2 BASIC SETTINGS OF MACHINE:

- 5.2.1 Adjust the conveyor belt height (horizontal position) as per the pack size, By losing the height-adjusting knob and adjust the height by pushing or pulling the conveyor belt manually.
- 5.2.2 Adjust the clearance between the upper heating block and bottom-heating block by rotating screw clockwise and anticlockwise as per the thickness of the material to be sealed.
- 5.2.3 Adjust the clearance between the upper cooling block and bottom-cooling block by rotating screw clockwise and anticlockwise as per the thickness of the material to be sealed.
- 5.2.4 Adjust the clearance between the sealing belt for proper sealing. It is adjust by rotating 'stopping flake' screw clockwise to increase the clearance and anticlockwise to decrease the clearance.

### 5.3 OPERATING PROCEDURE:

- 5.3.1 Connect the power supply.
- 5.3.2 Switch "ON" the power of machine, indicating light will glow.
- 5.3.3 Turn "ON" Heat Seal Switch, the green light of the electronic temperature controller will glow. Adjust the temperature controller to achieve the desired temperature as per requirement.
- 5.3.4 Adjust the conveyor belt speed by speed controlling knob as per requirement.
- 5.3.5 Put the pouch at the space provided for holding of pouch, which in turn move automatically through the guide rollers and sealing belt. Pouch will get sealed and will get dropped at the other end. Collect the pouch in collection box.
- 5.3.6 Switch "OFF" the Heater to stop the machine.
- 5.3.7 After switching "OFF" of Heater Switch "ON" cooling Fan to cool the machine.
- 5.3.8 When temperature knob comes to zero position switch "OFF" cooling fan.
- 5.3.9 Switch of the power supply

Note: - In case of any emergency press emergency stop.

### 6.0 ABBREVIATION (S):

- 6.1 SOP - Standard Operating Procedure

### 7.0 REFERENCES (S):

- 7.1 SOP No. : Making entries in equipment usage and cleaning log sheet.
- 7.2 SOP No. : Cleaning of production area.



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**8.0 ANNEXURE (S)**

8.1 Nil

**9.0 DISTRIBUTION:**

9.1 **Master Copy** : Quality Assurance

9.2 **Controlled copy (S)** : Production department (02), QA department (02)

9.3 **Reference copy (S)** : Production department (04)

**10.0 REVISION HISTORY:**

S.No.	Version No.	Change Control No.	Reason (s) for Revision	Details of revision	Effective Date
1.	00	NA	New SOP	NA	NA