



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Automatic Dosing Cup Pressing machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

1.1 To lay down the procedure for Cleaning and Operation of automatic dosing cup pressing machine.

2.0 SCOPE:

2.1 This procedure is applicable for Cleaning and Operation of automatic dosing cup pressing machine in liquid department.

3.0 RESPONSIBILITY:

3.1 Technical associate Production - for Execution

3.2 Officer/ Executive Production - for verification and implementation of SOP

3.3 Head Production - shall ensure compliance of the SOP.

4.0 DEFINITION(S):

4.1 NA

5.0 PROCEDURE:

5.1 Cleaning

5.1.1 After completion of batch affix "TO BE CLEANED" label and during cleaning affix "UNDER CLEANING" label, checked by production officer as per reference SOP.

5.1.2 Batch to Batch cleaning Procedure :

5.1.2.1 Switch "OFF" the machine from the machine panel.

5.1.2.2 Ensure dosing cup from the previous batch not remains in the machine.

5.1.2.3 Remove all the good and rejected bottles and dosing cup from the area and machine. Carry out the reconciliation. Destroy all the rejected bottles and dosing cup.

5.1.2.4 Clean the entire machine and change parts with wet clean lint free cloth followed by dry clean lint free cloth.



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If next product have different bottle size then dismantle the star wheel, bottle guide of the machine, affix "TO BE CLEANED" label and take them to wash area for cleaning through dynamic pass box in double polybag. Clean the change parts thoroughly with the help of nylon scrubber and sufficient quantity of purified water. Dry them with the help of compressed air and lint free duster and kept them in the designated change parts cupboard in a virgin poly-bag or shrink wrap them and affix 'CLEANED' label with dully signed by both Production and QA as per reference SOP.

5.1.2.5 Reassemble change parts dismantled or as per the required bottle size (if required).

5.1.2.6 Check that all the surfaces of the machine change parts of automatic dosing cup pressing machine are visually clean and dry.

5.1.2.7 After cleaning affix 'CLEANED' status label having Unit, Department, Equipment name, Cleaned by, Checked by Production Officer, Date and finally certified by Quality Assurance (QA) as per reference SOP.

5.1.2.8 Record the details of cleaning in equipment usage record sheet as per reference SOP.

5.2 Machine set up and operation

5.2.1 The machine consists of the following parts:

- ◆ Slat conveyor belt.
- ◆ Bottle star plate for feeding and discharging.
- ◆ Bottle guide
- ◆ Worm shaft assembly
- ◆ feeder pressing heads
- ◆ Cap feeder with chute.

5.2.1.1 **Panel board –Description**



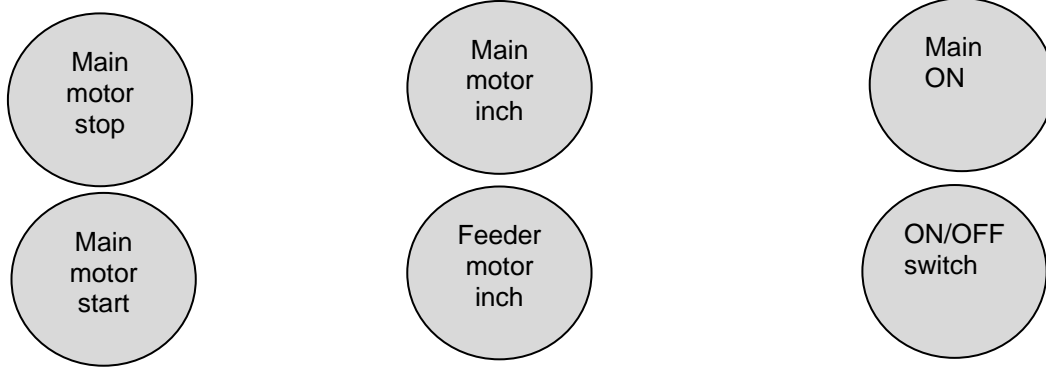
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5.2.1.2



5.2.1.3 Connect the Panel Board with main plug.

5.2.1.4 Switch 'ON' the Main.

5.2.1.5 Main 'ON' Indication lamp should glow.

5.2.1.6 On pressing the **main motor Inch push button** only the main motor should start at low predetermined speed until the push button is been pressed. As the Inch push button is released main motor should stop.

5.2.1.7 On pressing the **main motor start push button** start the machine with conveyor.

5.2.1.8 On pressing the **feeder motor inch push button** start the dosing cup hopper until the push button is been pressed.

5.2.1.9 **Direction of rotation** – Machine should rotate clock wise direction and bottle movement should be from left to right direction

5.3 Machine Set Up

5.3.1 Ensure that Dosing cup pressing machine is cleaned.

5.3.2 Fix change parts if required as per bottle size (if required).

5.3.3 Adjust the height of cup hopper, chute track and dosing cup pressing as per bottle size.

5.3.4 After line clearance from QA put "EQUIPMENT STATUS" label on the machine as Per reference SOP.

5.3.5 Record processing time of the batch in Equipment Usages Log Sheet as per reference SOP.

5.4 Operation

5.4.1 Load dosing cup in the cup hopper.



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- 5.4.2 Switch 'ON' The machine.
- 5.4.3 Start cup feeding Machine for the continuous feeding of Cups.
- 5.4.4 Allow the filled and inspected bottles on conveyor belt of dosing cup pressing machine.
- 5.4.5 If the machine is stopped during the shift for lunch break, then leave no bottle on the conveyor belt or machine.
- 5.4.6 After completion of operation switch off the machine.
- 5.4.7 Affix "TO BE CLEANED" label during No activity and affix "UNDER CLEANING" label during cleaning of the machine as per reference SOP.
- 5.4.8 Record processing time of the batch in Equipment Usages Log Sheet as per reference SOP.

NOTE: 1. Never start the machine in reverse direction.

2. The speed of machine can be varied.

6.0 ABBREVIATION (S):

6.1 SOP: Standard Operating Procedure.

6.2 No. : Number

7.0 REFERENCE(S):

7.1 SOP No.: Status labeling.

7.2 SOP No.: Making entries in equipment usage and cleaning log sheet.

8.0 ANNEXURE (S):

8.1 Nil

9.0 DISTRIBUTION:

9.1 **Master copy :** Quality Assurance

9.2 **Controlled copy (s) :** Production department(02) ,Quality Assurance(01),

9.3 **Reference copy (s) :** Production department(01)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (s) for Revision	Details of revision	Effective Date