PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Production	**SOP No.:**
Title: Cleaning and Operation of Cap Sealing Machine	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down the procedure for Cleaning and Operation of cap Sealing Machine.

2.0 SCOPE:

This procedure is applicable for Cleaning and Operation of cap Sealing Machine in production department.

3.0 RESPONSIBILITY:

Technical Associate- For cleaning and operation.

Officer/ Executive Production - For supervision.

Head Production - shall ensure compliance of the SOP.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Cleaning procedure

5.1.1 Check the status “TO BE CLEANED” on equipment with details filled.

5.1.2 Ensure that no empty bottles and ROPP cap from the previous batch remains in the machine.

5.1.3 Remove all the previous product material from the area and machine.

5.1.4 Wipe the entire machine with dry clean lint free cloth.

5.1.5 Clean the hopper, rotary plate and ROPP cap chute, bottle guide and sealing assembly of the machine with wet lint free cloth dipped in purified water followed by drying with dry cleaned lint free cloth. Wipe all the machine body and parts with 70% IPA solution.

5.1.6

5.1.7 If machine is idle for more then 72 hours, re-clean the machine before use by mopping with 70% IPA solution.

5.1.8 Replace ‘TO BE CLEANED' status label by “CLEANED” status label with date and signature of the Production Officer.

5.1.9 Transfer rotary plate, ROPP cap chute and bottle guide of the machine to change parts storage area.

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

5.2 Machine setting and Operation

5.2.1 Sealing machine

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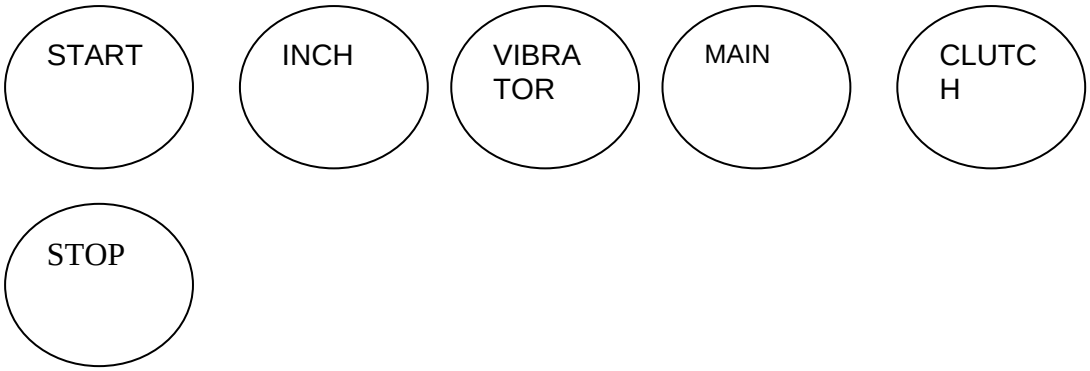
5.2.1.1 The sealing unit consisting of the following parts.

- Center plate and bottle guide.
- Sealing head assembly.
- Hopper.
- CAP Chute.

5.2.2 Panel board

5.2.2.1



5.2.2.2 Switch ON the Main**.**

5.2.2.3 On pressing the ‘start’ push button conveyer should start and then main motor should run.

5.2.2.4 On pressing the main motor Inch push button the main motor with center bottle guide and sealing head unit should run.

For the movement of ROPP caps Press Vibrator push button.

5.2.2.5 On pressing stop push button complete operation of the machine should stop.

5.2.3 Operation

5.2.3.1 Ensure the Cleanliness of the sealing machine.

5.2.3.2 Fix the required change part such as center bottle guide as per bottle size.

5.2.3.3 Adjust the height of the sealing head unit according to the bottle size manually by rotating the bolt present on the back side of the sealing assembly.

5.2.3.4 Adjust the height of the cap chute according to the bottle size and set the ROPP Cap sensor.

5.2.3.5 Load the ROPP cap on the hopper of the machine and START the machine.

5.2.3.6 Enter Start time of the batch in Equipment Usages Log Sheet as per reference SOP.

5.2.3.7 If the machine is stopped during the shift for lunch break, then leave no bottle on the conveyor belt and no ROPP cap into the chute and hopper.

5.2.3.8 Ensure that all the filled bottles have been capped and there is no bottle remaining on the conveyor.

5.2.3.9 Switch ‘‘OFF’’ the main electric supply to the machine

5.2.3.10 Affix “TO BE CLEANED” label on the machine as per reference SOP.

5.2.3.11 Enter ending time of the batch in Equipment Usages Log Sheet as per reference SOP.

6.0 ABBREVIATION (S):

SOP: Standard Operating Procedure.

No. : Number

ROPP : Roll on pilfer proof

7.0 REFERENCE(S):

SOP No.: Status labeling

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

8.0 ANNEXURE (S):

NIL

9.0 DISTRIBUTION:

9.1 **Master copy :** Quality Assurance

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