



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning & Operation of Strapping Machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for cleaning and operation of strapping machine

2.0 SCOPE:

This procedure is applicable to cleaning and operation of strapping machine in production department.

3.0 RESPONSIBILITY:

Technical associate Production: for Execution.

Officer/Executive Production Department: for verification and implementation of SOP.

Head Production Department: shall ensure compliance of the SOP.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Cleaning:

5.1.1 Ensure that power supply is cut off.

5.1.2 Machine body and electrical wire is cleaned with dry lint free duster.

5.1.3 After cleaning affix 'CLEANED' label.

5.2 Operation:

5.2.1 Loading of strap:

5.2.1.1 Take line clearance from QA, then put the 'UNDER PROCESS' label on strapping machine.

5.2.1.2 Open the left side door and pull the empty dispenser from its location.

5.2.1.3 Place the dispenser on to horizontal position, loosen the dispenser nut and remove the right flange.

5.2.1.4 Load the new roll of strap and mount the right flange and tighten the nut.

5.2.1.5 Placed the dispenser back in to its location and close the door.

5.2.2 Setting of Strap Tension:

5.2.2.1 Strap tension can be set by rotating tension adjusting pin located in to out side machine.

5.2.2.2 Tension adjust pin move towards guide roller increase the tension and opposite to guide roller reduce the tension.



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5.2.3 Operation control switches

Strap Length This knob is used to set strap length ranging from 0-5 meter by turning the knob.

Reset: Press the reset then strapping head come to complete rest of the cycle and stop at home position.

Feed: Pushes the feed switch then additional strap is fed out in to the strap channel.

5.2.3.1 After these setting, start operation of strapping machine.

5.2.3.2 After completion of batch Affix the "TO BE CLEANED" label as per Reference SOP.

6.0 ABBREVIATION(S):

QA: Quality Assurance

7.0 REFERENCE(S):

SOP: Status labeling

8.0 ANNEXURE(S):

Nil

9.0 DISTRIBUTION:

9.1 **Master Copy:** Quality Assurance

9.2 **Controlled Copy(s):** Production Department, Quality Assurance

9.3 **Reference Copy (s):** Production Department (2)