



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and operation of corrugated box Sealing Machine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for cleaning and operation of corrugated box sealing machine.

2.0 SCOPE:

This procedure is applicable to cleaning and operation of corrugated box sealing machine used 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 Switch off the machine by removing the power code from the power socket.

5.1.2 Remove both the tape rolls from the rollers.

5.1.3 Clean all the rubber rollers with 70% I.P.A.

5.1.4 Clean both the cutting blades with 70 % I.P.A. & then with lint free dry cloth.

5.1.5 Clean both the conveying belts with wet cloth followed by lint free dry cloth

5.1.6 Wipe the machine, other parts & adjoining area with a clean dry cloth.

5.1.7 Dry clean the utility cables using a dry lint free duster.

5.1.8 Put 'CLEANED' status label as per SOP.

5.1.9 Record the cleaning activity in equipment usage log sheet as per SOP.

5.2 Machine set up and operation

5.2.1 Machine Setup

5.2.1.1 After line clearance from QA, put the 'UNDER PROCESS' label on the machine.

5.2.1.2 Ensure that the main switch is in 'OFF' position.

5.2.1.3 Fix the BOPP tape of required size to the tape holding device on both side (Upper and Lower side) of the corrugated box sealing machine properly.



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- 5.2.1.4 Set the side slots of the machine so that shipper will move free on conveyor.
- 5.2.1.5 Adjust the height of the upper roller by rotating the knob adjuster provided on top side of the machine.
- 5.2.1.6 There are two single-phase motors (one above and one below the machine belt) which help to run the belt.
- 5.2.1.7 The belt pushes the corrugated box in forward direction by the help of one way roller.
- 5.2.1.8 There are two nylon rollers on the respective position which help in the adhesion of the BOPP tape on the shippers.
- 5.2.1.9 There are two blades on respective position which helps in the cutting of the BOPP tape after taping is complete.

5.2.2 Operation

- 5.2.2.1 Switch 'ON' the main from electrical panel.
- 5.2.2.2 Collect the specific corrugated box / DFC, which is required to be sealed.
- 5.2.2.3 One end of BOPP Roll should peel out and fit to the feed roller.
- 5.2.2.4 Similarly lower roller can be set in same manner.
- 5.2.2.5 Put shipper having filled by required no. of weighed cartons over the machine.
- 5.2.2.6 Start the switch (push bottom) 'ON', so that both the two motor will be in running mode.
- 5.2.2.7 Introduce the specific shipper in forward direction so as to seal the shipper from top & bottom side.
- 5.2.2.8 Continue the above procedure till completion of batch.
- 5.2.2.9 Remove the BOPP tape from upper/lower roller of the machine at the end of packing.
- 5.2.2.10 Enter the operation detail in equipment usage log sheet as per SOP.
- 5.2.2.11 Affix 'TO BE CLEANED' label on the machine as per SOP.

5.3 Precaution

- 5.3.1 Do not touch the BOPP tape-cutting device during operation.
- 5.3.2 Height adjustment should be proper to avoid shipper damage.
- 5.3.3 Keep the upper and lower BOPP tape roller always in center.



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6.0 ABBREVIATION(S):

- SOP : Standard operating procedure
No. : Number
NA : Not applicable
BOPP : Bi-axial Oriented Poly Propylene
BPR : Batch Packing Record
DFC : Double Folded Corrugated box
IPA : Iso propyl alcohol
QA : Quality Assurance

7.0 REFERENCE(S):

- SOP: Making entries in equipment usage and cleaning log sheet.
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 copy)