



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Ink Jet Printer	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

- 1.1. To lay down a procedure for Cleaning and Operation of Ink Jet Printer.

2.0 SCOPE:

- 2.1. This procedure is applicable to Cleaning and Operation of Ink Jet Printer in Tablet Production department.

3.0 RESPONSIBILITY:

- 3.1. Technical associate Production : Operation and cleaning
3.2. Officer/ Executive Production : Supervision
3.3. Head Production : SOP Compliance.
3.4. IPQA : Line Clearance

4.0 DEFINITION(S):

- 4.1. NA

5.0 PROCEDURE:

5.1. CLEANING:

- 5.1.1. Before start cleaning ensure that main supply of the printer is "OFF".
5.1.2. Put ink resistant gloves and safety goggle before start of cleaning operation.
5.1.3. Replace the "EQUIPMENT STATUS" status label with "TO BE CLEANED" status label with date and signature of production officer.
5.1.4. Dry clean the printer body, stand and control panel using a dry lint free cloth.
5.1.5. Printer shall be away from any source of heat, flame and spark etc.
5.1.6. Keep the cleaning solution (Methyl Ethyl Ketone) in closed condition.
5.1.7. Position the printer head upon the maintenance stand.
5.1.8. Open the cover of head and thoroughly clean the ink nozzles as well as surrounding area with cleaning solution and then dry it that all solution get removed and put the cover back on head.
5.1.9. Cleaning shall be done before start up, at every batch to batch and product to product change over, shift end cleaning if batch is continuous to run for next day.
5.1.10. Replace 'TO BE CLEANED' status label with "CLEANED" status label with date and signature of the Production Officer.



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5.1.11. Record the cleaning activity in equipment usage logbook as per SOP, “Making entries in equipment usage and cleaning log sheet”.

5.2. OPERATION OF IMAGE PRINTER:

5.2.1. Replace the “CLEANED” status label with “EQUIPMENT STATUS” status label with date and signature of production officer.

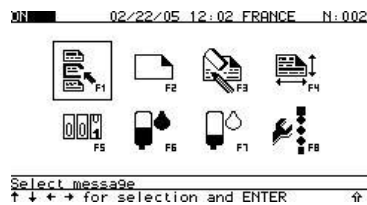
5.2.2. Switch “ON” the mains from electrical panel and green light will be indicated.

5.2.3. Switch on the ON/OFF button given upon MMI of printer. The following image will blink:

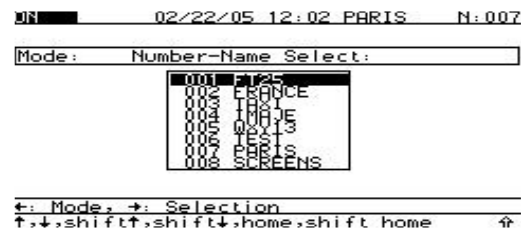
5.2.4. Message will come that “DO YOU WANT TO START THE PRINTER” with option ‘YES’ or ‘NO’, So enter ‘YES’

5.2.5. It will take three minute to start or stop the printer e.g. right up side of screen shows 15/15 and indicator near on/off button blink with green light.

5.2.6. To select the already saved recipe Push key F1 and enter the security password. Green indicator near TEST PRINT button will be confirm that printer is ready. Product list will appear as shown in diagram. Select the desired recipe. To view messages press escape, go to main menu select production. Go to printer option to view messages.



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5.2.7. To create new recipe push F2 key, enter security pass then it will ask the message name, enter product name and following message will be appear on screen as shown in Figure. To write message go to font and screen displays the options as shown in Figure. Write down the desired message with given keys upon the MMI, also we can select the orientation of the message in different mode by selecting submenu 'CHIMNEY 5 EXIT' option in the 'SELECT FONT' submenu. Then push 'ESC' and go to 'MESSAGE' and select 'SAVE AS' option so message will be ready to print.

ON	MESSAGE	FONT	VARIABLES	PARAMETERS
	NEW	SELECT FONT		
	OPEN	SELECT SYMBOL		
	SAVE	BODARIZATION		
	SAVE AS	TABULATION		
	LOAD PRINTER	BARCODE		
	DELETE	PRINT SELECTION		
	CLOSE			

5.2.8. For desired modification in the recipe which already consisted go into F3. First select the recipe by going into F1. Then select F3-enter security pass and screen will open with message req. to modify and so do modify the message and go to 'ESC' select 'SAVE AS' and close the screen by selecting 'CLOSE' option from the message menu.

5.2.9. To modify the parameters which already saved in recipe go to F4. First push on 'F1' and select the desired recipe from the list given. Then go to 'F4', put security pass –screen will open with list of different parameters e.g. tacho division, object speed, forward margin and return margin etc.

5.2.10. For the accountability of total pouch packed at any time can be determined by KEY F6, it provides ink level information in container with diagram. Push F5 and enter security pass and screen will display the No. of counts. KEY F7, provides information about qty. of make up or additive available in container.

5.2.11. Key F8, it access the printer head maintenance function e.g.



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Unblock nozzles
Intro cleaning solution
Check Jet stability
Gutter Drain
Adjust jet
Jet start
Jet stop.

5.3. Operation of Videojet Prinert.

- 5.3.1. Replace the “CLEANED” status label with “EQUIPMENT STATUS” status label.
- 5.3.2. Switch “ON” the mains from electrical panel and press the push button to on printer.
- 5.3.3. Home screen of printer will display the option like Message, Editor, User field, Print.

Function Keys	Description
F1	Start Jet /Stop Jet
F2	Select Message
F3	Enter Password
F4	Edit Message

- 5.3.4. Select the option Message form home screen of printer following parameter will be displayed for execution:

Select Print Message

Message Parameter

Edit Message

New Message

Delete Message

- 5.3.5. Select the Message parameter with the help of arrow key by scrolling down it will show the barcode name as data matrix and different function for execution as per below:

Function Keys	Description
F1	Font
F2	Insert User Field
F3	Modify the attributes



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F4	Message Parameters
Shift+F1	To save and Exit

- 5.3.6. Press F3 to modify the attributes and select the barcode as Data Matrix.
- 5.3.7. Select the user field option with help of arrow key from home screen. And then select the Reset counter option and press enter key and select the message to reset the existing counter.
- 5.3.8. At the start of new batch always reset the counter and select the new counter in the increment pattern
- 5.3.9. On the completion of overprinting activity stop the jet of printer then switch off the power supply.
- 5.4. **Precaution**
- 5.4.1. Stop the jet before switch off the printer.
- 5.4.2. Clean the printer head before starting the overprinting activity.

6.0 ABBREVIATION (S):

- 6.1. SOP: Standard Operating Procedure

7.0 REFERENCE(S):

- 7.1. SOP: Status labeling
- 7.2. SOP: 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 (01), 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
01	00	NA	New SOP	NA	NA