



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Dot 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 Dot Printer.

2.0 SCOPE:

2.1 This procedure is applicable to Cleaning and Operation of Dot Printer located in manufacturing area.

3.0 RESPONSIBILITY:

3.1 Technical Associate and Officer : Cleaning and Operation of Dot Printer

3.2 Executive : Supervision of cleaning and operation of Dot Printer

3.3 Head Production : SOP compliance

4.0 DEFINITION (S):

4.1 NA

5.0 PROCEDURE:

5.1 CLEANING:

5.1.1 Put Off the mains of Dot Printer.

5.1.2 Paper from the Dot Printer removes with the help of knob present on right side.

5.1.3 Clean the control panel and outer parts with dry lint free cloth.

5.2 Operation:

5.2.1 Switch OFF the mains of Dot Printer.

5.2.2 Feed the continuous paper roll to the Dot Printer and adjust the paper on the printer.

5.2.3 Switch ON the mains of Printer.

5.2.4 Press the 'Load/Eject' button to feed the continuous paper roll up to the cartage. For ejection of paper press 'Load/Eject', paper out.

5.2.5 To feed the single blank line press 'LF/FF'. If 'LF/FF' press continue, feed paper totally out from the printer.



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

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

5.2.6 If the paper not present on the machine in printer shows the paper out.

6.0 ABBREVIATION (S):

- 6.1 Q.A. : Quality Assurance
6.2 SOP : Standard Operating Procedure

7.0 REFERENCES (S):

7.1 Nil

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 (13)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (s) for Revision	Details of Revision	Effective Date
1.	00	NA	New SOP	NA	