



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Carton Overprinting machine (Numach Code)	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Operation of Carton Over Printing machine.

2.0 SCOPE:

This procedure is applicable for Cleaning and Operation of Carton Overprinting machine in Production Department.

3.0 RESPONSIBILITY:

Technical Associate- For Cleaning and Operation.
Officer/Executive Production - For Supervision.
Head Production -To ensure compliance of the SOP.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Cleaning

- 5.1.1 Ensure that the Carton Overprinting machine is switched "OFF".
- 5.1.2 Remove the previous carton from the machine.
- 5.1.3 Remove the previous stereos from the machine.
- 5.1.4 Dry clean the carton overprinting machine body and utility cables using a dry lint free duster.
- 5.1.5 Ink shall be cleaned from the roller by lint free duster soaked with thinner.
- 5.1.6 Put "CLEANED" status label having Unit, Department, Equipment name, Cleaned by, Checked by Production Officer, Date and finally verified by Quality Assurance (QA) as per reference SOP.
- 5.1.7 Record the cleaning activity in equipment usage log sheet as per SOP.

5.2 Machine set up and Operation:

- 5.2.1 Ensure the cleanliness of the machine.
- 5.2.2 Remove 'CLEANED' status label with 'UNDER PROCESS' status label after line clearance as per reference SOP.
- 5.2.3 Issue the required rubber stereo of the batch/product for overprinting.
- 5.2.4 Fix the stereo on the block with the help of double-sided adhesive tape.
- 5.2.5 Apply the ink on the ink pad.



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- 5.2.6 Put "ON" the power supply of the machine.
- 5.2.7 Place one carton on the line so that the carton will push to the printing area.
- 5.2.8 Set the stereo block as per required to get a good printing quality on the carton with in the space given for the printing on the carton.
- 5.2.9 Apply ink or thinner on the roller for printing of carton.
- 5.2.10 First take the impression on one carton to ensure the overprinting quality, it should be clear and legible.
- 5.2.11 Get the first overprinted carton signed by production officer and approved by QA Officer and affix the specimen to the BPR. Enter the overprinting activity in the respective BPR.
- 5.2.12 After getting the approval from QA start the online overprinting activity.
- 5.2.13 Enter the operation time in equipment usage log sheet.
- 5.2.14 After completion of activity, switch "OFF" the machine.
- 5.2.15 Affix the status of "TO BE CLEANED".

6.0 ABBREVIATION(S):

SOP : Standard operating procedure

No. : Number

BPR : Batch Packing Record

7.0 REFERENCES(S):

SOP: Status labeling

SOP: Making entries in equipment usage and cleaning log sheet

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 (02 copies).