



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Carton Overprinting Machine (NIMACH)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Operation of Carton Overprinting Machine.

### 2.0 SCOPE:

This procedure is applicable to the Cleaning and Operation of Carton Overprinting Machine in Production area.

### 3.0 RESPONSIBILITY:

Technical associate : Cleaning and Operation

Officer and Executive : Supervision

Head Production : SOP compliance

### 4.0 DEFINITION (S):

NA

### 5.0 PROCEDURE:

#### 5.1 CLEANING

- 5.1.1 Affix "TO BE CLEANED" label on the machine.
- 5.1.2 Record the cleaning start time in equipment usage log as per SOP.
- 5.1.3 Ensure that the carton-overprinting machine is switched OFF.
- 5.1.4 Remove the previous carton and label from the machine.
- 5.1.5 Removed the previous stereos from the machine.
- 5.1.6 Dry-clean the carton overprinting machine body and utility cables using a dry lint free duster.
- 5.1.7 Clean the ink by lint free duster soaked with thinner.
- 5.1.8 Replace "TO BE CLEANED" status label with "CLEANED" label.
- 5.1.9 Finally clean the area as per SOP.
- 5.1.10 Record the cleaning end time in equipment usage log as per SOP.

#### 5.4 OPERATION:

- 5.4.1 Ensure the cleanliness of the machine.
- 5.4.2 Take line clearance by production officer and QA officer.
- 5.4.3 Removed 'CLEANED' status label with 'UNDER PROCESS' status label after line clearance.
- 5.4.4 Issue the required rubber stereo of the batch/product for overprinting.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Carton Overprinting Machine (NIMACH)	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

- 5.4.5 Fix the stereo on the block with the help of double-sided adhesive tape.
- 5.4.6 Put 'On' the power supply of the machine.
- 5.4.7 Place one carton on the line so that the carton will push to the printing area.
- 5.4.8 Apply ink on ink- roller to get good printing quality.
- 5.4.9 First take the impression on one carton to ensure the proper alignment of stereo.
- 5.4.10 After setting of the stereo take the first proof which should be clear and legible.
- 5.4.11 Get the first overprinted carton authorized by production officer and QA Officer and affix the specimen to the BPR. Enter the overprinting activity in the respective BPR.
- 5.4.12 After getting the approval start the overprinting activity.
- 5.4.13 Enter the operation time in equipment usage log sheet as per SOP.

### 6.0 ABBREVIATION (S):

- QA : Quality Assurance
- BPR : Batch Packing Record
- SOP : Standard Operating Procedure

### 7.0 RERERENCE (S):

- SOP: Making entries in equipment usage and cleaning log sheet.
- SOP: Cleaning of Production Area.

### 8.0 ANNEXURE (S):

Nil

### 9.0 DISTRIBUTION:

- Master Copy** : Quality Assurance
- Controlled Copy (S):** Production Department, Quality Assurance
- Reference Copy (S) :** Production Department