



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning and Operation of Cotton Inserter Machine (Make: CVC)	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Operation of Cotton Inserter Machine.

2.0 SCOPE:

The procedure is applicable to the Cleaning and Operation of Cotton Inserter Machine (Make: CVC) in Production and Store department.

3.0 RESPONSIBILITY:

Technical Associate : Cleaning and Operation
Production Officer / Executive : Supervision
IPQA Person : Line Clearance
Head Production : SOP Compliance

4.0 DEFINITION (S):

NA

5.0 PROCEDURE:

5.1 CLEANING;

- 5.1.1 Ensure that all the material of previous product are removed from packing cubicle.
- 5.1.2 Remove the "UNDER PROCESS" label and affix "TO BE CLEAN" label on machine with date and sign of production officer.
- 5.1.3 Switch "OFF" all the utility supply before cleaning.
- 5.1.4 Clean the control panel with dry lint free cloth.
- 5.1.5 Clean the top and outer S.S. surface of machine by 70% v/v IPA solution using lint free cloth.
- 5.1.6 Open guard and clean inside surface of the machine, hopper and its assembly by 70% v/v IPA solution using lint free cloth.
- 5.1.7 Replace the "TO BE CLEANED" status label by "CLEANED" status label on the machine with date and sign of production officer.
- 5.1.8 Record the cleaning activity in equipment usage log as per SOP.
- 5.1.9 Clean the surrounding area as per SOP.

5.2 OPERATING PROCEDURE:

- 5.2.1 Switch "ON" the power supply of the machine & the following screen will be displayed:



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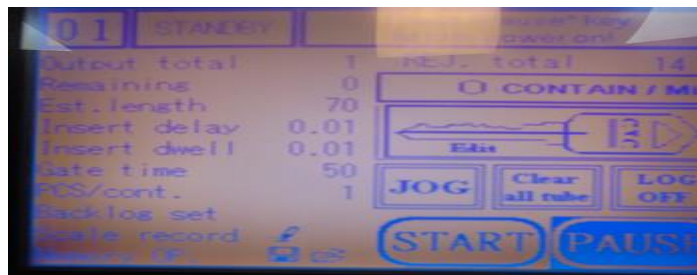
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5.2.2 Three different user has different rights assignment as mentioned below:

S.No.	Type of Functions	User Rights Assignment(Y/N)		
		Operator	Supervisor	Administrator (Production Head)
1.	RUN/STOP machine	Y	Y	Y
2.	Parameters Setting	N	Y	Y
3.	Change Password	N	N	Y

5.2.3 Login the system with required password and following screen will appear:



Output Total	: Current output of the machine
Rejection Total	: Current rejection count
Estimated Length	: Displays the average length of the cotton inserted in the bottle.
Insert Delay	: Delay for the insertion of cotton in the bottle.
Insert dwell	: Total time involved in delivering the cotton in bottle from pickup point.
Gate Time	: Time involved in opening of the gate of cotton inserter.
PCS/CONT.	: Number of pieces per bottle.
JOG	: For inching the machine.
Clear all Tube	: For clearing all the cotton inside the machine
Edit	: To edit the parameters.
Log Off	: To switch the user



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Issue Date:

Page No.:

5.2.4 To edit all above listed parameters press and hold the EDIT key and screen will display following:



Note: To change any parameter press against numeric value then key pad will be displayed and enter the desired value displayed as following:-



5.2.5 After completion of setting press the start button to run the machine.

6.0 ABBREVIATION (S):

NA.

7.0 REFERENCE (S):

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

SOP: Cleaning of Production area.

8.0 ANNEXURE (S):

Annexure-1: Cleaning Checklist Cotton Inserter Machine (Make: CVC)

9.0 DISTRIBUTION:

Master Copy : Quality Assurance

Controlled Copy (S) : Production department, Store department, Quality Assurance

Reference Copy (S) : Production department, Store department



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ANNEXURE I

Cleaning Checklist Cotton Inserter Machine (Make: CVC)

Name of the equipment		Cotton inserter
Equipment I.D. No.		Date
Previous Product:		
Batch No.		
S.No.	Activity	Activity Performed
1.	Ensure that all the material of previous product are removed from packing cubicle.	
2.	Remove the "UNDER PROCESS" label and affix "TO BE CLEANED" label on the machine with sign and date of production officer.	
3.	Switch "OFF" all utility supply before cleaning.	
4.	Clean the control panel with dry lint free cloth.	
5.	Clean the top surface of machine and its parts by dry lint free cloth.	
6.	Open guard and clean inside surface of machine, hopper and its area with dry lint free cloth.	
7.	Wipe all the S.S. parts of machine with 70% v/v IPA solution followed by mopping with dry lint free cloth.	
8.	Wipe the inner and outer surface of conveyor belt and rejection box with 70% v/v IPA solution.	
9.	Wipe the machine guards with dry lint free cloth.	
10.	Remove the "TO BE CLEANED" status label with "CLEANED" status label on the machine with sign and date of production officer.	

Note: Put '√' mark if activity performed and put 'X' if activity not performed.

Checked By (Prod.)
Sign/Date

Verified By (QA)
Sign/Date