

# Standard Operating Procedure (SOP): Packaging Machine Processes

## 1. Purpose

To outline the standard procedure for operating, cleaning, and maintaining the packaging machine in order to ensure consistent packaging quality and safe operation.

## 2. Scope

This SOP applies to all staff operating or supervising the packaging machine at [Company Name].

## 3. Responsibilities

- **Operators:** Proper operation and minor maintenance of the packaging machine.
- **Supervisors:** Oversight and verification of compliance with this SOP.
- **Maintenance Team:** Handling major repairs and scheduled maintenance.

## 4. Materials & Equipment

- Packaging machine
- Raw packaging materials
- Personal Protective Equipment (PPE)
- Cleaning supplies
- Maintenance tools (if required)

## 5. Procedure

### 5.1 Machine Startup

1. Inspect the machine for any visible issues or obstructions.
2. Ensure area is clear and all guards are in place.
3. Check packaging material levels and load as necessary.
4. Switch on the main power supply.
5. Set machine parameters according to the product specification sheet.
6. Run a test cycle and verify package quality.

### 5.2 Normal Operation

1. Monitor product flow and packaging quality consistently.
2. Replenish packaging materials as required.
3. Report any malfunction or deviation to the supervisor immediately.

### 5.3 Cleaning Procedure

1. Switch off and unplug the machine.
2. Wear required PPE (gloves, mask, etc.).
3. Carefully remove residual packaging materials.
4. Clean all accessible parts using appropriate cleaning materials.

5. Ensure all parts are dry before restarting operation.

5.4 Shutdown Procedure

1. Stop the packaging process and allow the machine to finish current cycle.
2. Switch off the main power supply.
3. Clean and inspect the machine if required.

6. Safety Guidelines

- Always wear PPE during operation and cleaning.
- Never bypass safety guards or interlocks.
- Report all incidents or near-misses to the supervisor immediately.

7. Documentation & Record Keeping

- Record daily checks and maintenance activities in the machine logbook.
- Document any faults and actions taken according to maintenance procedures.

8. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP release	QA Team