

Standard Operating Procedure (SOP): Packaging Machine Operation

1. Purpose

This SOP outlines the steps required to safely and efficiently operate the packaging machine.

2. Scope

This procedure applies to all operators responsible for running and monitoring the packaging machine.

3. Responsibilities

- Operators: Follow this procedure accurately during all shifts.
- Supervisors: Ensure compliance and provide training.

4. Materials and Equipment

- Packaging machine
- Approved packaging materials
- Personal protective equipment (PPE)

5. Procedure

1. Inspect the machine for cleanliness and proper setup.
2. Wear required PPE before starting the machine.
3. Verify that the correct packaging material is loaded.
4. Power on the machine and perform pre-startup checks.
5. Set and confirm machine parameters according to the product specification.
6. Run a trial to confirm operation; inspect sample for quality.
7. Begin production, monitor continuously for jams or irregularities.
8. Respond promptly to any alarms or issues following troubleshooting guidelines.
9. At end of the run, stop the machine as per shutdown procedure.
10. Clean the machine and work area; document completion in the logbook.

6. Safety Precautions

- Do not bypass safety guards.
- Keep hands and loose clothing away from moving parts.
- Report all incidents or malfunctions immediately.

7. Documentation

- Complete daily operation logs.
- Report maintenance needs in the logbook.

8. Revision History

Version	Date	Description
1.0	YYYY-MM-DD	Initial Release