


STANDARD OPERATING PROCEDURE OF CAPSULE FILLING MACHINE (MANNUAL)

 <p>B.L. D.E.A.'S COLLEGE OF PHARMACY, VIJAYAPUR-586 103</p>	DEPT: PHARMACEUTICS	SOP NO.: BCP
	AREA: PILOT PLANT ROOM	PAGE NO.: 1 OF 2
	SUBJECT: SOP OF CAPSULE FILLING MACHINE (MANNUAL)	EFFECTIVE DATE: 14/02/2022
		REVIEW PERIOD: 14/02/2023

MODEL NAME: MANNUAL CAPSULE FILLING MACHINE

PURPOSE: The purpose of this SOP is to define the operating system.

PROCEDURE:

Placing Capsules in the Manual Capsule Filler

- Put empty capsules in the loading tray and place it onto the machine
- Pull locking handle forward, push down the long lever to lift the caps of the capsule bodies
- Put the tray with caps aside
- Push the locking handle back and capsule bodies will come to the filling surface

Filling Powder in the Capsules

- Put powder tray to avoid spilling of the powder
- Pour the right quantity of powder and spread it. Bring down the tamper and lock it

- Turn the handle given above to compress the powder
- Bring up the tamper. Pour & spread the extra powder.

Covering the Capsules

- Put the tray with caps to filler and bring down the locking plate.
- Lock the plate and turn the front knob to the right
- Push the long lever down to push capsule bodies into caps
- Open the locking plate lock, lift the locking plate and turn the front knob to the left
- Pull down the long lever and lift the tray with filled capsules
- Turn the tray to get filled capsules out of the tray

	PREPARED BY	CHECKED BY	APPROVED BY
NAME	Mr. Chetankumar	Mr. Arunkumar walikar	Dr.S.C. MARAPUR
DESIGNATION	Asst. Professor	Asst. Professor	Professor & Head
DEPARTMENT	Dept. of Pharmaceutics	Dept. of Pharmaceutics	Dept. of Pharmaceutics
SIGNATURE & DATE			