

	Standard Operating Procedure		SOP Number B-610	Revision 5
	Inline Labeler		Effective Date 02/28/23	Page Page 1 of 5
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1.0 Purpose

The purpose of this procedure is to define the process for the setup, operation and cleaning of an inline labeler.

2.0 Scope

This procedure applies to all inline labelers in operation at Ion Labs, Inc.

3.0 Responsibility

- 3.1 It is the responsibility of Production (Packaging) Personnel to follow this procedure.
- 3.2 It is the responsibility of the Department Supervisor/Manager to implement this procedure and to ensure that the procedure is being followed.
- 3.3 It is the responsibility of Production and/or Maintenance & Engineering to keep this procedure aligned with current practices.

4.0 Definitions

None

5.0 References

- 5.1 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment

6.0 Procedure

- 6.1 Setup and Operation

Standard Operating Procedure Inline Labeler	SOP No B-610	Rev 5	Page 2 of 5
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- 6.1.1 Ensure that the unit is plugged into a power source and a compressed air source.
- 6.1.2 Ensure the labeler is clean and cleared of all previously used materials.
- 6.1.3 Obtain the approved labels that have been issued to the Batch Record.
- 6.1.4 Determine if Label Applicator components need to be changed, based on the bottle to be labeled.
- 6.1.5 Retrieve components from Tooling
- 6.1.6 Install Label Applicator components
- 6.1.7 Thread the approved label from the Infeed Reel Assembly, through the Labelling Heads, ending at the Waste Rewind Assembly.
- 6.1.8 Determine the correct height for the bottle to be labeled. Place the bottle on the conveyor next to the applicator and adjust the height to the correct level for consistent application.
- 6.1.9 Determine the correct adjustment of the gap sensor to achieve proper gap length.
- 6.1.10 Determine the correct adjustment of the label sensor to achieve proper flag length.
- 6.1.11 Determine the correct adjustment to the speed the labeler applies a label to the bottle.
- 6.1.12 Send a bottle down the conveyor, through the labeler to be labeled
- 6.1.13 If the labels stop or become jammed, press or turn the unit off and reset all of the controls.
- 6.1.14 Determine the correct adjustment of the product sensor in order to match the current production rate.

Standard Operating Procedure Inline Labeler	SOP No B-610	Rev 5	Page 3 of 5
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6.1.15 Continue to send bottles through the labeler and make adjustments as needed to ensure setup is completely accurate. The following adjustments will apply after theoretical setup is complete:

- 6.1.15.1 Cap width compliance
- 6.1.15.2 Bottle width compliance
- 6.1.15.3 Label height compliance
- 6.1.15.4 Application speed
- 6.1.15.5 Conveyor speed
- 6.1.15.6 Gap sensor
- 6.1.15.7 Label sensor
- 6.1.15.8 Product sensor
- 6.1.15.9 Label sensor
- 6.1.15.10 Product Spacing

6.1.16 The machine must be observed during the entire packaging run for the following:

- 6.1.16.1 Backing is being rewound by the Waste Rewind Assembly.
- 6.1.16.2 Bottles are feeding consistently into the Labeler.
- 6.1.16.3 Labels are consistently being released from the backing without snatching.
- 6.1.16.4 Height of the label on the bottle is consistent.
- 6.1.16.5 Proper and consistent application of label to bottle.

Standard Operating Procedure Inline Labeler	SOP No B-610	Rev 5	Page 4 of 5
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6.1.17 Complete the following steps once the labeler is running:

6.1.17.1 Adjust the conveyor rails to feed the bottles directly into labeler.

6.1.17.2 Adjust the product spacer to feed the bottles properly to labeler, without bottle tips, over-pushing, or overloading the labeler.

6.2 Setup Applicable Accessories: Hot Stamp

6.2.1 Ensure that the unit is plugged into a power source and a compressed air source.

6.2.2 Obtain the approved labels that have been issued to the Batch Record.

6.2.3 Ensure that the “hot stamp” section of the automatic labeler is cool and has not been “on”.

6.2.4 Hand thread the roll of labels from the spindle through the hot stamp section to apply the batch number and shelf life.

6.2.5 Load the hot stamp roller section with a fresh ink roll if needed.

6.2.6 Verify that the batch number and shelf life has been changed to match the Batch Record.

6.2.7 Turn on the main power and ensure that the run status light is on.

6.2.8 Jog the label forward through the hot stamp station after the stamp unit has heated. Adjust the stamp head left or right until the batch number and expiration date is located in the correct place on the label.

6.2.9 Move the label web from the stamp unit into the applier section, removing a few labels to allow the web to be empty as it is positioned and locked into the take-up spool.

6.2.10 Adjust the rails on the conveyor to fit the bottles that will move to the labeler.

6.3 Setup Applicable Accessories: QR code printer

6.3.1 Power on the Video-Jet QR code printer

6.3.2 Retrieve USB and upload the correct QR code

6.3.3 Eject the front cover and ensure the black ribbon is correctly fed and sits straight across the rolls, install the front cover back on the equipment.

6.3.4 Put the Video-Jet into print mode and line up the QR code to print in space provided. (see batch for details)

6.3.5 Once QR code prints correctly in the area provided, scan the code to ensure it is correct.

6.4 Cleaning

6.4.1 This type of equipment does not require any disassembly prior to cleaning.

6.4.2 Refer to SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment to follow the cleaning procedure applicable to this type of equipment.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	08/27/10	New	-	-
1	05/13/13	Updated SOP format	13-275	B. Mosall
2	01/27/16	Biennial Review: Changed the SOP format.	15-0939	P. Zittere
3	01/22/19	Scheduled review: Removed obsolete definitions. Added reference to SOP B-111. Revised section 6.3.	19-0074	K. Burris
4	04/18/22	Scheduled review: Updated logo. Revised cleaning section.	CC-22-0192	K. Burris
5	01/20/23	Updated to include all In-Line Labelers. Updated logo and format. Updated responsibilities. Changed title.	CC-22-0423	M. Busse