

	Standard Operating Procedure		SOP Number B-627	Revision 4
	Automatic Neckband/Body Sleever		Effective Date 04/11/23	Page Page 1 of 4
Written by/ Date M/Burke 03/09/23		Reviewed by/ Date Samie Nivellu 03/13/23		Approved by/ Date K/Burke 03/14/23
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1.0 Purpose

The purpose of this procedure is to define the process for the setup, operation and cleaning of the Automatic Neckbander.

2.0 Scope

This procedure applies to the Automatic Neckbander 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 Maintenance personnel to follow this procedure.
- 3.3 It is the responsibility of the Department Supervisor/Manager to implement this procedure and to ensure that the procedure is being followed.
- 3.4 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
- 5.2 B-105, SOP, Preparation of Cleaning and Sanitizing Chemicals for Production

5.3 B-103, SOP, Small Parts Cleaning and General Sanitation

6.0 Procedure

6.1 Setup and Operation

- 6.1.1 Before beginning, ensure the mandrel/tooling needed for the neckband/body sleeve matches the rolled plastic band you are running, based on the batch record. If a new mandrel size is needed, see the tooling attendant at the tooling cage and check out the correct size per the machine in each production room.
- 6.1.2 Load the material on the machine and use the tail end of the plastic to load on the machine and through the rollers based on the diagram located on the machine. The tail will then feed over the top and down the tooling piece to be cut and applied to the bottle as it passes. Be careful not to place fingers or hands/arms into the neckband/body sleeve housing unit opening without opening the safeguard service doors to the unit. The safeguard door will stop the operation functions until the doors are closed and the reset button is pushed.
- 6.1.3 The mandrel/tooling should sit snug between the rollers but not tight. If too tight, the plastic will not ride down as it should. Adjust where needed.
- 6.1.4 Ensure the height of the machine can allow the bottle to clear underneath without hitting and allow the neckband/body sleeve to land as it should. Adjust until in the correct spot.
- 6.1.5 Ensure the spacing wheel or index cylinders allow enough time for each bottle to enter and be banded/sleeved properly before the next bottle enters. Adjust where needed.
- 6.1.6 Ensure the bottle is centered onto the conveyor properly. Adjust the front and back rails of the conveyor where needed to get it in the correct place.

- 6.1.7 Ensure the sensor that triggers the cut by reading the bottle is in place and reads correctly. Adjust the depth or timing on the sensor accordingly by ensuring the plastic lands on the bottle as it passes without fail.
- 6.1.8 Turn on the conveyor belt under the machine to ensure the speed is set to the correct setting to allow all functions to perform as they should. Adjust where needed.
- 6.1.9 Use the control panel to go to go under the menu options and hit jog to apply the bands manually to ensure the material rides as it should and the machine offers a nice clean cut to the material. Contact Maintenance for blade changes where needed.
- 6.1.10 Use the control panel to adjust any other settings to include the timing between banding/sleeving or the length changes where needed to run the bottles. Refer to equipment manual for more adjustment settings where needed.
- 6.1.11 Pass a few bottles to ensure the machine is set up correctly and with the correct timing.
- 6.1.12 When loading a new roll of material onto the machine, be sure to hit the STOP button and open the front door to ensure the machine is shut-down. Once the roll is in place, refer to the beginning instructions again.

6.2 Cleaning

- 6.2.1 Prepare cleaning agents as outlined in SOP B-105 Preparation of Cleaning and Sanitizing Chemicals for Production.
- 6.2.2 Follow SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment and SOP B-103 Small Parts Cleaning and General Sanitation to ensure proper cleaning and sanitization are performed for this type of equipment and that these activities are properly documented.

6.2.3 Remove all materials and paperwork from the previous batch.

6.2.4 Disassembly and unique cleaning steps for this piece of equipment are as follows:

6.2.4.1 Remove the mandrel from the machine and clean accordingly.

6.2.5 Ensure that the mandrel is returned to the tooling cage and logged back into the correct tooling log.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
1	06/12/13	New	13-447	B. Mosall
2	01/27/16	Biennial review: Changed the SOP format.	15-0944	P. Zittere
3	09/12/19	Scheduled review: Removed obsolete definitions. Added reference to SOP B-111 and SOP B-103.	19-0653	K. Burris
4	03/07/23	Additional setup and operational instructions added. Revised responsibilities section. Revised cleaning section and added references to cleaning procedures. Updated document format and logo. Changed SOP title.	CC-23-0110	M. Busse