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2. Equipment Logbook: Cartoning Machine

Header Section (Static information printed on every page of the logbook)

	≡ Field	≡ Details
1	Equipment Name:	Automatic Cartoning Machine
2	Equipment ID No.:	CAR-01
3	Manufacturer / Model:	IMA Group / A83
4	Serial Number:	IMA-CAR-2021-8821
5	Location / Room No.:	Packaging Suite P-101
6	Logbook Document No.:	LOG-USE-CAR-01
7	Governing SOPs:	Use: SOP/OP/CAR/001, Cleaning: SOP/CL/CAR/001

Log Entries (Chronological record of all activities)

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	≡ Date	≡ Start Time	≡ End Time	≡ Product Name	Batch No. / Work Order	Activity / Operation Performed	Performed By (Signature)	Verified By (Signature)
1	22-Feb-25	21:00	22:00	Paracetamol Tablets 500mg	PCM-25-081	Cleaning (Product Changeover)	Sandeep Chowdhury	Rina Desai
2	23-Feb-25	08:00	08:15	Aspirin Tablets 325mg	ASP-25-001	Line Clearance Verification	Priya Singh	Meena Iyer
3	23-Feb-25	08:15	15:00	Aspirin Tablets 325mg	ASP-25-001	Production Use (Secondary Packaging)	Priya Singh	Amit Sharma
4	23-Feb-25	21:00	22:00	Aspirin Tablets 325mg	ASP-25-001	Cleaning (post-use)	Sandeep Chowdhury	Rina Desai

Page Review Section (At the bottom of every page)

	≡ Reviewed By (Supervisor)	≡ Signature	≡ Date
1	Amit Sharma	<i>Amit Sharma</i>	24-Feb-2025