



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Procedure for Operation & Cleaning of Lux Meter	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Operation and Cleaning of Lux meter.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Lux meter at

3.0 RESPONSIBILITY:

Officer/Executive QA: shall be responsible measure the Lux level at all locations of the plant using Lux Meter.

4.0 ACCOUNTABILITY:

Head QA: To ensure compliance and implementation of this SOP.

5.0 DEFINITION:

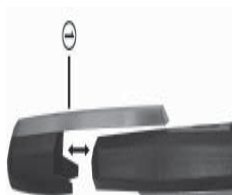
Not Applicable

6.0 PROCEDURE:

6.1 Operation:

6.1.1 Before use ensure that Lux Meter is calibrated and calibration tag is affixed on it.

6.1.2 Remove the Protection cap of Lux Meter to see the digital display as shown below:



6.1.3 Basic settings of Lux Meter are:



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
Page No.:




The displayed parts from 1 to 5 are the following:




1. Protection cap: Park position
2. Light sensor
3. Display
4. Control keys
5. Battery compartment (on rear)

6.1.3.1 To switch off the Instrument press and hold  until the display goes off.

6.1.3.2 To switch on the instrument press  measuring mode is opened.

6.1.3.3 Switching the display light on press  , the display light goes out automatically if no key is pressed for 10 seconds.

6.1.3.4 For Changing the parameter unit press  until the desired unit (lux or ftc) appears.

6.1.3.5 Select display mode with  then Readings are Hold, again press  to see the Maximum reading, finally press  then Minimum reading appear on display

6.1.4 Switch ON the Lux meter by pressing .

6.1.5 Ensure no low battery indication on display, if found replace the battery refer point no.6.4

6.1.6 Ensure initial reading of Lux Meter shall be “Zero”.

6.1.7 The operating range of Lux Meter to measure Lux level is 0 to 99999 lux.

6.1.8 Hold the light sensor facing towards light source in a horizontal position.



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6.1.9 Place the Lux meter sensor on working plane i.e. at the height one meter approximately from the floor level.

6.1.10 The display will show Lux value.

6.1.11 Hold the Lux meter at minimum five locations (Take 5 readings in an area at different location).

6.1.12 The average Lux of all readings will be the Lux level in area.

6.1.13 Switch OFF the Lux meter by pressing  until the display goes off.

6.1.14 Conduct the Lux monitoring activity in all areas at yearly basis.

6.1.15 During Lux level monitoring, if any reading found less than required reading then do the required maintenance work in respective area for improvement of Lux level.

6.2 Cleaning:

6.2.1 Instrument should be Switch “OFF” before cleaning

6.2.2 Clean the all the surface of Instrument with dry lint free cloth. Do not use aggressive cleaning agents or solvents.

6.3 Handling:

6.3.1 Handle the instrument carefully.

6.3.2 Hard blow to the exterior of the instrument may cause damage.

6.3.3 Display which may result in cracking the thin touch screen glass.

6.3.4 Never store the instrument together with solvents, acids or other aggressive substances.

6.4 Maintenance:

6.4.1 For changing the batteries open the battery compartment, push the battery cover down.

6.4.2 Remove used batteries and insert new batteries. Observe the polarity.

6.4.3 To close the battery compartment, push the battery cover back on.

6.5 Acceptance criteria:



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6.5.1 Light intensity at the normal working and height should not be less than 300 Lux.

6.6 Calibration:

6.6.1 Lux meter shall be calibrated on yearly basis from outside agency.

7.0 ABBREVIATIONS:

SOP : Standard Operating Procedure
QA : Quality Assurance
Pvt. : Private
Ltd. : Limited

8.0 ANNEXURES:

NA

9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department

10.0 REFERENCES:

In-House

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		