



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation and Cleaning of Refrigerator	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for operation and cleaning of Refrigerator.

2.0 SCOPE:

This procedure is applicable to operation & cleaning of refrigerator in Quality control Department.

3.0 RESPONSIBILITY:

Officer / Executive - Quality Control
Head - Quality Control

4.0 PROCEDURE:

4.1 Operation:

- 4.1.1 Connect the power plug to the main power socket.
- 4.1.2 Switch ON the Mains.
- 4.1.3 Open the lower door of the refrigerator, the light bulb should glow.
- 4.1.4 Set the Refrigerator control knob to '3' position
- 4.1.5 Place the refrigerator with the items to be stored between 2°C to 8°C and Between -5°C to -10°C.
- 4.1.6 In case the temperature (2°C - 8°C for the chamber) is not achieved, increase cooling by setting the Refrigerator control knob to position above 3 to 7.
- 4.1.7 Open the door of refrigerator to take out the articles and close the door.
- 4.1.8 Record the temperature of refrigerator (chamber/freezer) twice in a day (in the morning (09:00 to 11:00) and evening (16:00 to 18:00) and minimum and maximum temperature shall be recorded once in a day (in the morning) as per Annexure-I.
Limit : Deep freezer = - 5°C to -10°C
Refrigerator = 2°C to 8°C
- 4.1.9 Maintain the list of materials stored in the refrigerator as per Annexure –II.



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4.2 Cleaning:

4.2.1 Frequency: Weekly Once.

Switch off the Refrigerator. Remove all the items from the refrigerator and clean the inside surfaces and shelves with a non-shedding duster.

4.2.2 Record the cleaning in the "Equipment Cleaning Record" as per Annexure-III.

4.2.3 After cleaning, Switch on the refrigerator.

Note: Refrigerator shall be always in working condition except during cleaning.

4.2.4 In case of any discrepancies observed, affix the 'Under Maintenance' status label; inform the department head and engineering department for corrective action.

5.0 ANNEXURE (S):

Annexure –I : Temperature Monitoring Record of Refrigerator.

Annexure –II : Refrigerator Storage Log Book

Annexure-III : Equipment Cleaning Record.

6.0 REFERENCE (S):

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard operating Procedure (SOP).

7.0 ABBREVIATION (S) / DEFINITION (S):

Nil

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
01	00	---	---	New SOP	---



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ANNEXURE I
TEMPERATURE MONITORING RECORD OF REFRIGERATOR

Equipment Identification No:

Reference SOP No. :

Date	Time	Temperature of refrigerator		Temperature range observation				Observed by	Checked by	Remarks
		Chamber (2°C to 8°C)	Freezer (-5°C to -10°C)	Chamber		Freezer				
				Min.	Max.	Min.	Max.			

Temperature monitoring time: Morning from 09:00 to 11:00 & Evening from 16:00 to 18:00

