



STANDARD OPERATING PROCEDURE

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| Department: Quality Control | SOP No.: |
| Title: Monitoring of Temperature and Humidity in Quality Control Laboratory | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

1.0 OBJECTIVE:

To lay down the procedure for monitoring of temperature and humidity in Quality Control Department.

2.0 SCOPE:

This SOP is applicable to Monitoring of temperature and humidity in Quality Control Department at different areas.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department
Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Recording of temperature and humidity:

5.1.2 Ensure that the Digital Hygro -Thermometer is calibrated.

5.1.3 Switch on the instrument.

5.1.4 Note down the Temperature and Humidity from display in Annexure - I

5.1.5 **Frequency:** Twice in a day.

5.1.6 **Limit of temperature:**

NMT 25°C

5.1.7 **Limit of relative humidity:**

NMT 60%

5.1.8 If there is any deviation from the limit of the temperature and relative humidity the same has to be informed immediately to Engineering Department as well as Head of Department and

