



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation and Calibration of Digital Vernier Caliper	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Operation and Calibration of Digital Vernier Calipers.

2.0 SCOPE:

This SOP is applicable to the Digital Vernier Calipers in Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive - Quality Control Department

Head - Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

Make: Mitutoyo, Model: CD- 8" CSX

5.1 Operation:

5.1.1 Ensure that instrument is clean and free from dust.

5.1.2 Check the calibration status of the instrument.

5.1.3 Switch on the instrument display screen with help of green button and press yellow button for zero reading, after closing the jaws properly.

5.1.4 Set the sample between the upper side and lower side jaws of the Digital Vernier Calipers depending on the requirement.

5.1.5 Set the unit of measurement in mm / inch with help of grey button.

5.1.6 Note down the reading displayed on the screen.

5.2 Calibration:

5.2.1 Vernier Caliper is to be calibrated by Engineering department or by external Agency.

Calibration Frequency: once in a year.



PHARMA DEVILS
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5.2.2 If instrument is out of calibration, affix “UNDER MAINTENANCE” label and call for service engineer.

5.2.3 Note calibration activity in the Instrument log book.

5.3 Cleaning:

5.3.1 Clean the instrument with Cotton cloth.

5.4 Precaution:

5.4.1 Use the instrument carefully not to damage the jaws.

5.4.2 After use keep the instrument in the box provided.

5.4.3 Change the battery when the display is not readable.

6.0 ABBREVIATION (S):

mm - Mili meter

QCD – Quality Control Department

SOP – Standard Operating Procedure

NA – Not Applicable

7.0 REFERENCE(S):

NA

8.0 ANNEXURE (S):

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9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION