



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Operation and Calibration of Muffle Furnace	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for Operation of Muffle furnace.

**2.0 SCOPE:**

This SOP is applicable for operation of Muffle furnace in the Quality Control.

**3.0 RESPONSIBILITY:**

Officer, Executive– Quality Control Department

Head – Quality Control Department

**4.0 DEFINITION(S):**

NA

**5.0 PROCEDURE:**

**Make: Meta-lab scientific ind , Model; meta-lab**

**5.1 Operation:**

5.1.1 Ensure that instrument is clean and free from dust.

5.1.2 Keep muffle furnace in normal vertical position.

5.1.3 Put the main switch ON.

5.1.4 Load the material into the Furnace and close the door firmly.

5.1.5 Switch on instrument which will be indicated by glow of the Lamp Indicator.

5.1.6 Press “Set” Key display will start flashing & set the Temperature with Up arrow key (▲) or down arrow key (▼) & press “Set” to confirm the Set value.

5.1.7 The Heater will start & will be Indicated by the Indicating Lamps.

5.1.8 The set Temperature is reached heaters will be Off.

5.1.9 Record the details in the equipments/instrument log book for results & breakdown.

**5.2 Calibration:**

5.2.1 Calibration of digital temperature indicator is done by Engineering department or External



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Party.

Frequency: Six Monthly

**5.3 Cleaning:**

5.3.1 After Usage, clean the Instrument properly with cotton cloth.

**5.4 Precaution:**

5.4.1 Do not keep any inflammable solvents near the muffle furnace.

**6.0 ABBREVIATION(S):**

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