



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Operation and Cleaning of Vernier Caliper	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the procedure for the operation and cleaning of Vernier Caliper.

2.0 SCOPE:

This procedure is applicable to the operation and cleaning of Vernier Caliper used in production department.

3.0 RESPONSIBILITY:

Production: Technical Associate/Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance

Head QA: To ensure the compliance

4.0 PROCEDURE:

4.1 Operation:

4.1.1 Ensure the cleanliness of the Vernier Caliper.

4.1.2 Press 'ON / OFF' switch to on the Vernier Caliper.

4.1.3 Press 'in / mm' switch for selecting the unit i.e. inches or mm.

4.1.4 Press the 'ZERO' switch to set the zero position on the scale.

4.1.5 Move the slider by moving its sliding part with the thumb nearby the slider.

4.1.6 For measuring outer surface, keep object in between two faces of outside measuring faces, read and note the reading observed on display.

4.1.7 For measuring internal diameter, put two faces of inside measuring faces inside the object, read and note the reading observed on display.

4.1.8 If we need to subtract any reading, then measure the first reading, then press "ZERO" button and measure the next reading. There will display the difference.

4.1.9 At the end of measurement, move slider to ZERO position and put 'OFF' the caliper (if applicable).

4.2 Cleaning:

4.2.1 Clean the jaws with help of dry lint free cloth until to remove adhering powder.



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4.2.2 Clean the Vernier Caliper with lint free cloth dipped with 70% V/V IPA for product change over.

4.2.3 Place the Vernier caliper into the box.

4.3 Precaution:

4.3.1 Keep the caliper free from water and oil.

4.3.2 Do not scratch the scale surface.

4.3.3 Do not apply too much force to move slider.

4.3.4 Do not use the caliper at following places:

- At high humidity place.
- Where the caliper is exposed to direct sunlight.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

SOP: Preparation, approval, Distribution control, Revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) /DEFINITION (S) :

QA : Quality Assurance

mm : Millimeter

IPA :Isopropyl Alcohol

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S)FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	---	---	New SOP	---