



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation of Hot Air Oven	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Operation of Hot Air Oven.

2.0 SCOPE:

This SOP is applicable for the Operation of Hot air oven in the Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive -Quality Control Department.

Head - Quality Control Department.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Operation:

5.1.1 Ensure that instrument is clean and free from dust.

5.1.2 Switch on the mains.

5.1.3 Select the position of three heat switch as follows.

Switch Position	Temperature range
OFF	-----
1	100°C
2	200°C
3	above 200°C

5.1.4 Controller will indicate the room temperature.

5.1.5 Set the temperature by following the below steps.

5.1.5.1 Press (PGM)- Code enter code 100 by pressing (▲)

5.1.5.2 Press (ENT)- (SP) Set the temperature by increase (▲) or decrease(▼).

5.1.5.3 Press (ENT)- (ALH) alarm for high level. Set actual values.



PHARMA DEVILS

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- 5.1.5.4 Press (ENT) (ALL) alarm for low level. Set actual values.
- 5.1.5.5 Press (ENT)- (band) proportional increase or decrease set within 0.5% of fsd, may adjust on the system for better accuracy.
- 5.1.5.6 Press (ENT)- (ct) control time to operate with S.S.R., Set for 5 to 255 sec Electro mechanical relay (Contactor)
- 5.1.5.7 Press (ENT)- (Int) Integral time set 2 to 255 second, may adjust depends on the system for better accuracy.
- 5.1.5.8 Press (ENT)- (Pur) % of heater power.
- 5.4.5.9 Press (ENT) Back to normal running mode.
- 5.1.6 If instrument is out of calibration, affix “UNDER MAINTENANCE” label on the instrument and call for service engineer.
- 5.3 Cleaning:**
- 5.3.1 Clean the Instrument properly with cotton cloth.
- 5.4 Precaution:**
- 5.4.1 Do not handle Flammable material near the instrument.
- 5.4.2 Before making any complaints properly check your 3 pin plug socket and proper earthing

6.0 ABBREVIATION (S):

ENT- Enter

QCD – Quality Control Department

SOP – Standard Operating Procedure

NA – Not Applicable

7.0 REFERENCE(S):

NA

8.0 ANNEXURE (S):

-----Nil-----



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9.0 REVISION CARD:

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