



STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE:

To lay down a procedure for Operation of Hot Plate.

2.0 SCOPE:

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

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITIONS:

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 Switch on the mains.

5.1.3 Select the 3 heat switch position (1,2,3) of the hot plate depending upon the temperature required.

5.1.4 Adjust the thermostat to the required temperature by moving the knob.

5.1.5 Keep the vessels containing solution on the instrument to heat.

5.1.6 After completion of work, turn the thermostat knob to zero and switch off the mains.

5.2 Cleaning:

Clean the Instrument properly with cotton cloth.

5.3 Precaution:

5.2.1 Do not handle flammable material near the instrument.

6.0 ABBREVIATION (S):



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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7.0 REFERENCE (S):

NA

8.0 ANNEXURE (S):

--Nil--

REVISION CARD:

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