



STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE:

To lay down a procedure for Operation & Monitoring of Refrigerator.

2.0 SCOPE:

This SOP is applicable for Operation & Monitoring of Refrigerator 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:

Make: LG , Model: Intello cool

5.1 Operation:

5.1.1 Connect the power plug to the main power sockets.

5.1.2 Switch ON the power.

5.1.3 Set the thermostat control knob to 'NORMAL' position.

5.1.4 Load the refrigerator with the items to be stored between 2°C - 8°C.

5.1.5 Place the calibrated thermometer for the measurement of temperature.

5.1.6 In case the temperature (2°C - 8°C for the chamber) is not achieved increase or decrease the thermostat setting.

5.1.7 In case of any out of range situation inform to Q.C head and maintenance Head for corrective action.



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5.1.8 To take out the articles, open the door of refrigerator & take out the articles & and close the door.

5.1.9 Record the temperature twice daily (in morning & in afternoon).

5.2 Cleaning:

5.2.1 Once in a week. Put off the Refrigerator. Remove all the items from the refrigerator and clean the inside surfaces and shelves with a non-shedding duster dipped in disinfectant solution.

5.2.2 Record the cleaning in the "Equipment Cleaning Register" as per Annexure-I.

6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

5.0 ANNEXURE(S):

Annexure- I : Cleaning record for refrigerator

Annexure- II : Temperature monitoring record of refrigerator

9.0 REVISION CARD:

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



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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ANNEXURE II

TEMPERATURE MONITORING RECORD OF REFRIGERATOR

Equipment Identification No:

Limit : 2⁰C to 8⁰C

Date	Time	Temperature of Chamber	Observed by	Checked by	Remarks