STANDARD OPERATING PROCEDURE

Department: Microbiology	**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0   OBJECTIVE:

To lay down a Procedure for Daily Temperature Monitoring of Walk-In Type Incubator.

2.0   SCOPE:

This SOP is applicable for Daily Temperature Monitoring of Walk-In Type Incubator (32.5°C ± 2.5°C and 22.5°C ± 2.5°C) in Microbiology Section of Quality Control.
Equipment I.D.

3.0   RESPONSIBILITY:

Operating Person - Microbiology

4.0   ACCOUNTABILITY:

Head – QC

5.0   ABBREVIATIONS:

Ltd	Limited
No.	Number
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure

6.0   PROCEDURE:

6.1   Manual Temperature Monitoring:

6.1.1   Observed the temperature after pressing hold for minimum and maximum on digital screen of Digital Temperature Meter. After observed the temperature Digital temperature meter shall be reset immediately.

6.1.2   Record the Observations in **Annexure-I**, Titled **"Incubator Temperature Monitoring Record"**.

6.1.3   Record the Temperature of walk-in type incubator twice in a working day:

6.1.4   If temperature goes out of limit with respect to set temperature, acknowledge the alarm and inform to engineering department for rectification of problem.

6.1.5   If alarm observed continues more than one hour same shall be addressed through lab incident.

6.1.6   **Temperature Limit:** 22.5°C ± 2.5° and 32.5°C ± 2.5°C.

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STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

6.2   Online Temperature Monitoring:

6.2.1   Online temperature monitoring is applicable for walk-in type incubator.

6.2.2   Open the SCADA Online temperature monitoring system and display show as below
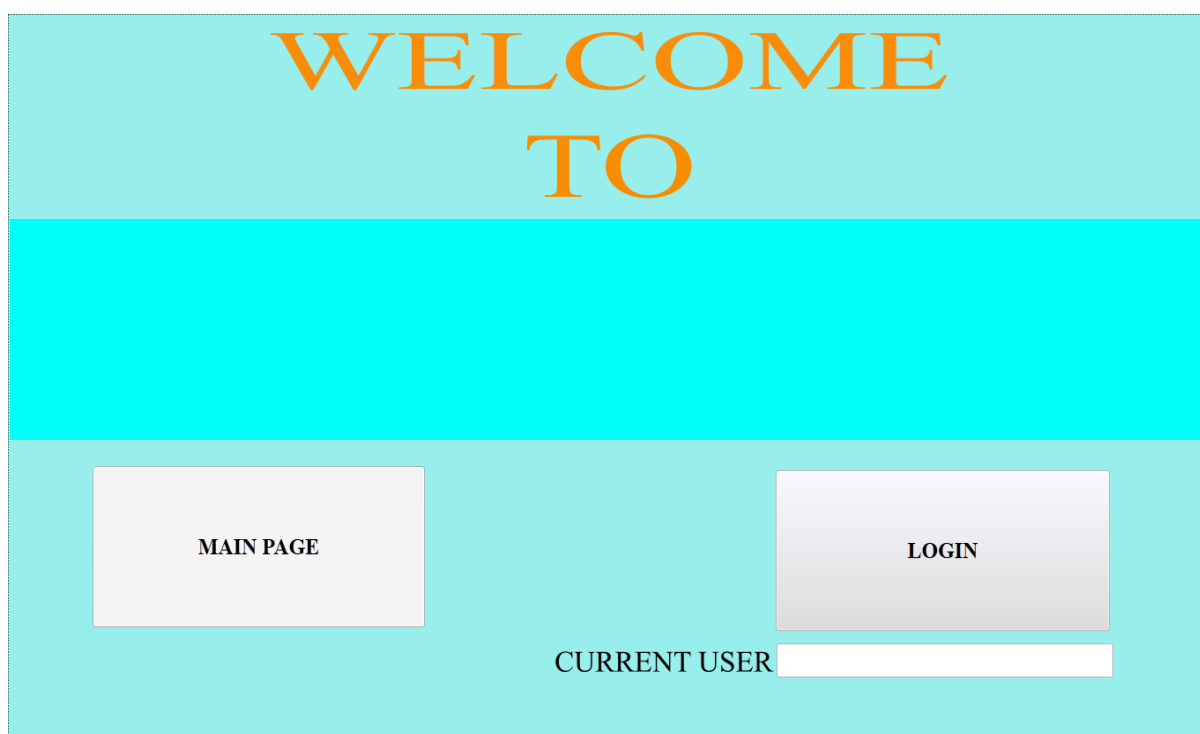
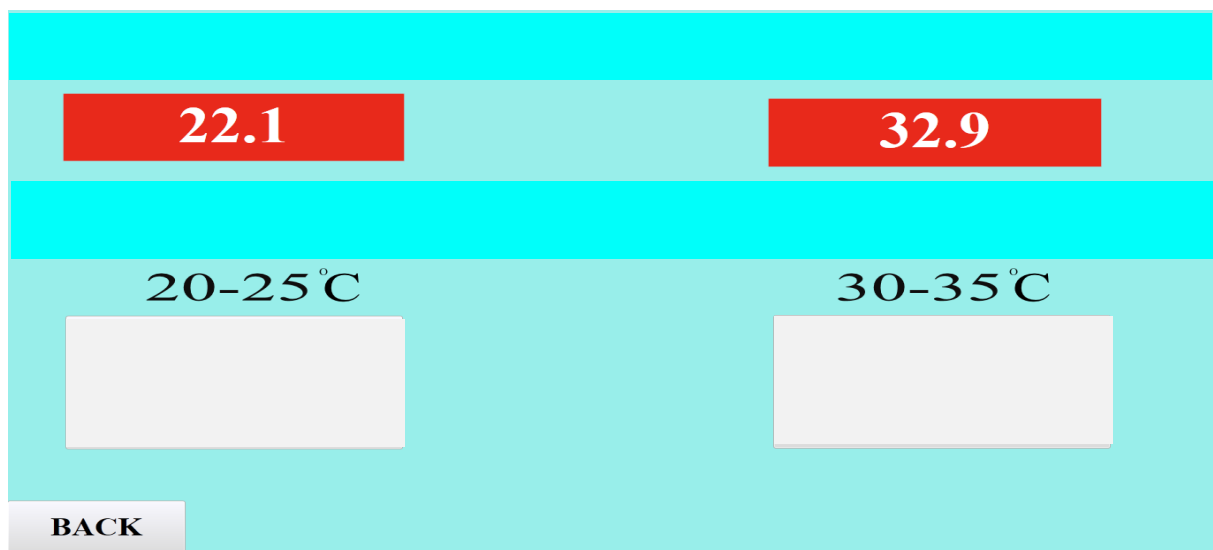**6.2.3**   Select the login and click on "LOGIN" and display show as below

STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

6.2.4 Select the "user" in user name column and enter the password than click on "OK' and display show as below.

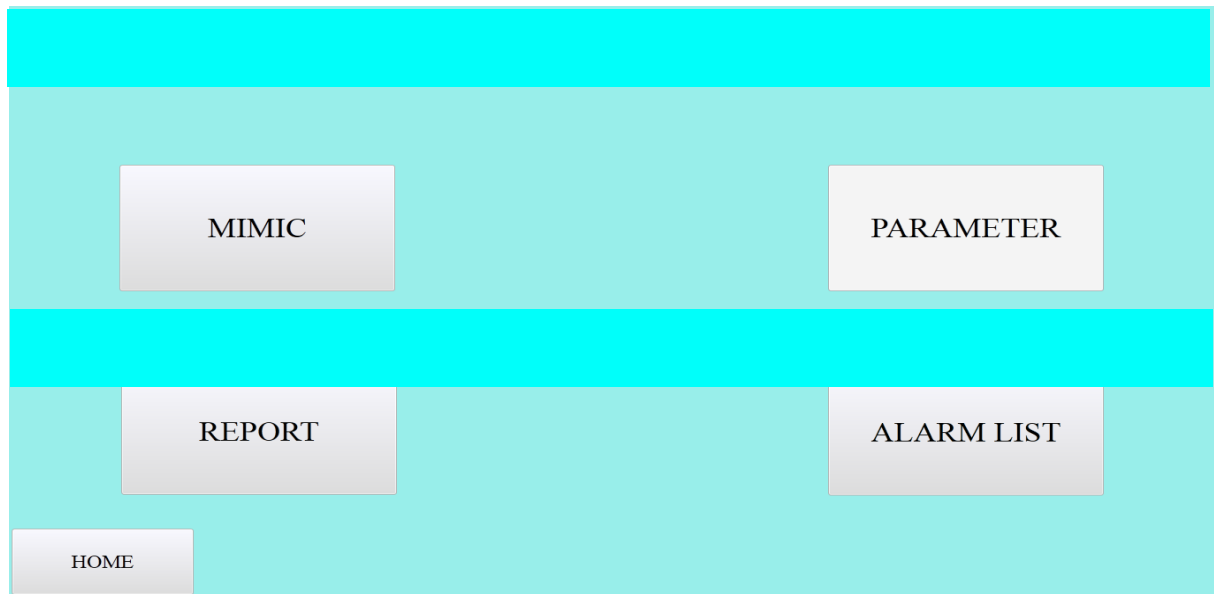**6.2.5** After login click on "MAIN PAGE" and display show as below

6.2.6 Select the incubator which to be print and click on Incubator I.D and display show as below
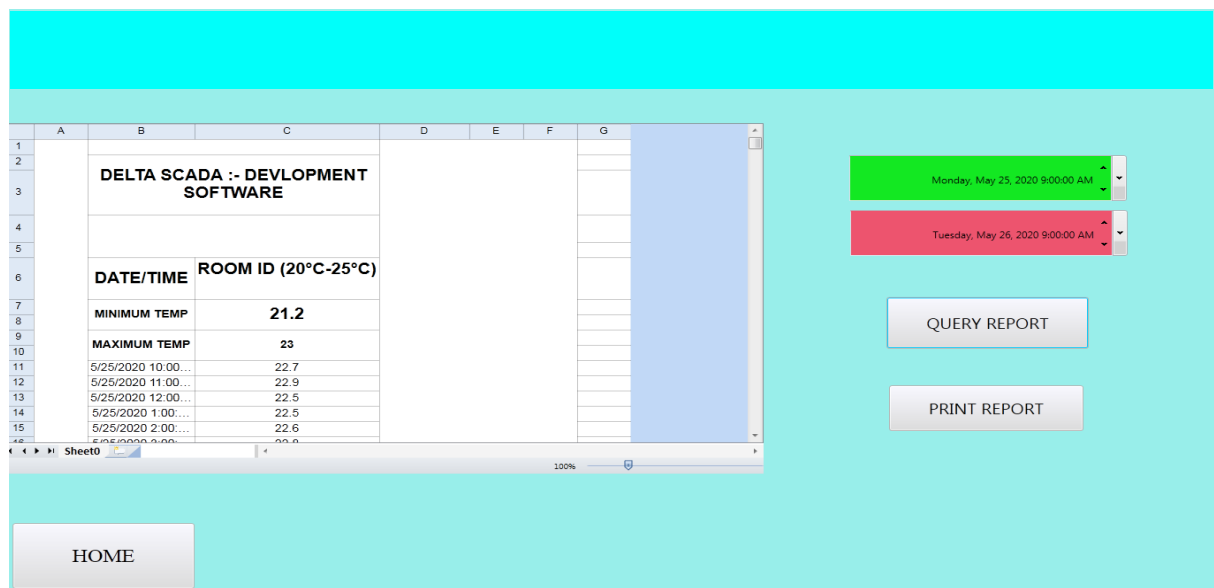
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	MICROBIOLOGY DEPARTMENT	

STANDARD OPERATING PROCEDURE		
Department: Microbiology	**SOP No.:**	
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**	
Supersedes: Nil	**Review Date:**	
Issue Date:	**Page No.:**	

6.2.7   Click on "REPORT" and display show as below after that select the date and time which to be print and click on "QUERY REPORT".

6.2.8   Select the data 24 hours for print with print interval of every hour.

6.2.9   Click on "PRINT REPORT" and display show as below

STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Daily Temperature Monitoring of Walk-In Type Incubator	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.2.10 Click on "Print Current" for print and display show as below

6.2.11 After print click on "HOME" and display show as below

	PHARMA DEVILS	
	MICROBIOLOGY DEPARTMENT	

STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**
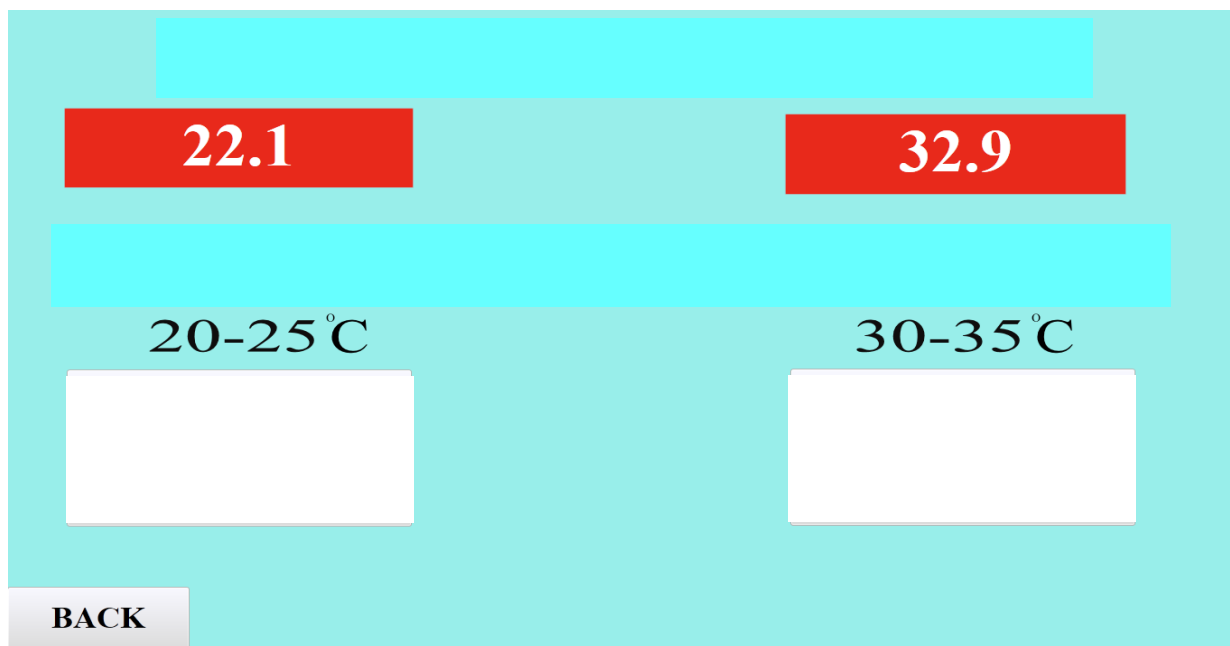
6.2.12 Print the temperature report of incubators.

6.2.13 Temperature monitoring printout report shall be verified and reviewed with sign & date.

6.2.14 During temperature monitoring printout report verification, if any temperature variation with respect to temperature limits observed at single point; justification shall write on temperature monitoring printout.

6.2.15 If temperature variation with respect to temperature limits observed at multiple times; same shall be address through lab incident.

6.2.16 **Temperature Limit:** 22.5°C ± 2.5° for PC/INS/S-39/05 and 32.5°C ± 2.5°C.

6.2.17 In case of malfunction of SCADA online temperature monitoring system; manual temperature Monitoring shall be performed.

7.0   REFERENCES:

Not Applicable

8.0   ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure–I	Incubator Temperature Monitoring Record	

ENCLOSURES: SOP Training Record.

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	MICROBIOLOGY DEPARTMENT	

STANDARD OPERATING PROCEDURE

Department: Microbiology	**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

9.0   DISTRIBUTION:

- Controlled Copy No. 01   Quality Assurance
- Controlled Copy No. 02   Microbiology
- Master Copy   Quality Assurance

10.0   REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

STANDARD OPERATING PROCEDURE		
Department: Microbiology		**SOP No.:**
Title: Daily Temperature Monitoring of Walk-In Type Incubator		**Effective Date:**
Supersedes: Nil		**Review Date:**
Issue Date:		**Page No.:**

ANNEXURE – I

INCUBATOR TEMPERATURE MONITORING RECORD

Incubator : Walk-In-Type   **Instrument ID No.:**

Location :   **Frequency:** Twice in a working day

Set Temperature (ºC):

Date	Time	Temperature (ºC)		Observed By Sign & Date	Reviewed By Sign & Date
		Minimum	**Maximum**		