



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Procedure for Operation and Cleaning of Walk in Type Incubator	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for Operation and Cleaning of Walk in Type Incubator.

**2.0 SCOPE:**

This SOP is applicable for Operation and Cleaning of Walk-in Type Incubator ( $32.5^{\circ}\text{C} \pm 2.5^{\circ}\text{C}$ ) & ( $22.5^{\circ} \pm 2.5^{\circ}\text{C}$ ) in Microbiology Section of Quality Control Laboratory.

S.No.	Equipment ID.	Set Temperature	Temperature Limit
1.		22.5°C	20 - 25°C
2.		32.5°C	30 - 35°C
3.		22.5°C	20 - 25°C
4.		32.5°C	30 - 35°C

**3.0 RESPONSIBILITY:**

Officer / Executive – Microbiology

**4.0 ACCOUNTABILITY:**

Head – QC

**5.0 ABBREVIATIONS:**

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

**6.0 PROCEDURE:**

**6.1 OPERATION:**

**6.1.1** Open the Door of Walk-in Type Incubator.

**6.1.2** Incubate the Analyzed plates and tubes as per specified temperature in Walk-in Type Incubator and made entry in **Annexure-I**, Titled “**Material Incubation Record**”.

**6.1.3** After Completion of incubation time, withdrawal the plates or tubes and made entry in **Annexure-I**, Titled “**Material Incubation Record**”.

**6.1.4** At the Time of Walk in type incubator opening it should be ensure that Incubator door not open more than 02 minutes.

**6.2 CLEANING:**

**6.2.1** Keep ready the sporocidal disinfectant for moping, clean the surface with sporocidal disinfectant in sequence of top surface, side wall, door wall and glass and bottom with lint



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free cloth or mop. After mopping with sporocidal disinfectant, keep hold the incubator till the inner surface is not dry.

**6.2.2** Maintain the cleaning record of Incubator in **Annexure-II**, Titled “**Incubator Cleaning Record**”.

**6.2.3 FREQUENCY:** Weekly

**7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure-I	Material incubation record	
Annexure-II	Incubator cleaning record	

**ENCLOSURES:** SOP Training Record.

**8.0 DISTRIBUTION:**

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

**9.0 REFERENCES:**

Not Applicable.

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Change Control No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>



