



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Procedure for Operation and Cleaning of Microscope	<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 Microscope.

### 2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Microscope in Microbiology Laboratory of Quality Control Laboratory.

### 3.0 RESPONSIBILITY:

Officer / Executive - Microbiology

### 4.0 ACCOUNTABILITY:

Head – QC

### 5.0 ABBREVIATIONS:

ID No.	Identification Number
Ltd.	Limited
ML	Microbiology Laboratory
NA	Not Applicable
No.	Number
Pvt.	Private
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

6.1 Remove the cover from Microscope and keep Microscope on shelf in an upright position.

6.2 Clean the lens of the Microscope with lint free cloth before using it.

6.3 Place the slide on the microscope stage and secure it with stage clips.

6.4 When the image comes into focus with the low power objective, the nose piece is rotated to next lens (i.e. 4X, 10X & 40X) by simply swinging the objective desired into place, without raising the body tube. Only slight adjustment of the fine adjustment knob will bring the object into sharp focus because all objective are par focal.

6.5 When using the Oil Immersion Objective, swing the high power objective partially out of way and place a drop of immersion oil on the area of slide and bring the oil immersion objective into position.

6.6 Now look through the eye piece and focus the object with fine adjustment knob.

6.7 Before putting cover of microscope, after completion of work, move the nose piece to bring low power objective into position, clean the oil from the immersion lens and also clean off side with tissue paper.



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**6.8** Record the Operation Details in **Annexure-1**, Titled “**Microscope Log Book**” . .

**7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure – I	Microscope Log Book	

**ENCLOSURES:** SOP Training Record

**8.0 DISTRIBUTION:**

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

**9.0 REFERENCES:**

Instruction Manual

**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>

