



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Procedure for Operation and Cleaning of Steam Pot	<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 steam pot.

**2.0 SCOPE:**

This SOP is applicable for Operation and Cleaning of steam pot (Make-Equitron) used in Microbiology Section.

**3.0 RESPONSIBILITY:**

Officer / Executive- Microbiology

**4.0 ACCOUNTABILITY:**

Head QC

**5.0 ABBREVIATIONS:**

IP	Indian pharmacopoeia
Ltd.	Limited
ML	Microbiology Laboratory
No.	Number
Pvt.	Private
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure

**6.0 PROCEDURE:**

**6.1 OPERATION:**

- 6.1.1 Fill water in the steam pot at level 40 to 50 mm from bottom.
- 6.1.2 Connect the power cord to mains and switch "ON" the mains.
- 6.1.3 Temperature Controller will indicate the actual temperature of the water.
- 6.1.4 To set the desired temperature and time refer to "Controller Setting".
- 6.1.5 After setting the set temperature the heater will turn on.
- 6.1.6 When the set time is elapsed a buzzer sounds indicating 'End of cycle'
- 6.1.7 A thermostatic cut off is provided to protect the equipment from over temperature.
- 6.1.8 At over temperature conditions, an alarm is generated.

**6.2 CONTROLLER SETTINGS:**



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- 6.2.1** The controller has two windows, the upper display shows the current temperature and lower display shows the set point.
- 6.2.2** To alter the set temperature and set time press 'Set' for once.
- 6.2.3** The screen above will appear, press (^) or down (v) arrow key to increase or decrease the set point of temperature.
- 6.2.4** Press 'set' key again, to set the hold time.
- 6.2.5** Press up (^) or down (v) arrow key to increase or decrease the parameter value.
- 6.2.6** Press set to come back to original screen.
- 6.2.7** Press down (v) arrow key to toggle the lower display between set temperatures and set the value.

### 6.3 CLEANING:

- 6.3.1** Drain out exist water present in steam pot with the help of drain point, close the drain point after drain the all water.
- 6.3.2** Mop the surface of steam pot with the help of lint free cloth and fill the fresh water after cleaning.
- 6.3.3 FREQUENCY OF CLEANING:** Daily or whenever required.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Operation log book of Steam Pot	

**ENCLOSURES:** SOP Training Record.

### 8.0 DISTRIBUTION:

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

### 9.0 REFERENCES:

Instruction Manual.



**PHARMA DEVILS**  
MICROBIOLOGY DEPARTMENT

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**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>

