



## STANDARD OPERATING PROCEDURE

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

### 2.0 SCOPE:

This SOP is applicable for Operation of Vortex Shaker Make: Remi 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
No.	Number
QC	Quality Control
QA	Quality Assurance
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

6.1 Connect the Power Cord to main supply of electricity.

6.2 Switch “ON” the power supply.

6.3 Switch “ON” the main switch of instrument by pressing the button to left side and pressing the right side for auto vortexing provided on the front side of instrument then red light is glowing.

6.4 Put the Test Tube / Dilution Tube between the cup of instrument by holding the tube with hand.

6.5 Press the cup in downwards by gently pressing the test tube up to the desired extreme.

6.6 Adjust the speed of vortex shaker by moving the knob in anticlockwise direction to increase the shaking provided on the front side of instrument.

6.7 After completion of work lift the test tube from vortex shaker cup.

6.8 Switch “OFF” the main switch of instrument by pressing red switch to upwards direction.

6.9 Switch “OFF” the main supply.



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**7.0 ANNEXURES:**

Not Applicable

**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:**

Not Applicable

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

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