



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Operation and Cleaning of Vortex Mixer	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

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:.....in Microbiology Laboratory.

3.0 RESPONSIBILITY:

Officer/Executive – QC

4.0 ACCOUNTABILITY:

Head – QC

5.0 PROCEDURE:

5.1 Connect the Power Cord to main supply of electricity.

5.2 Switch “ON” the power supply.

5.3 Switch “ON” the main switch of instrument in downwards provided on the front side of instrument. Then red light of main switch is glowing.

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

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

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

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

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

5.9 Switch “OFF” the main supply.

6.0 REFERENCES:

Not Applicable

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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8.0 DISTRIBUTION:

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

9.0 ABBREVIATIONS:

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Nil	Nil	Nil