



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Analyst Qualification	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down the procedure for Cleaning and Operation of Microwave Oven.

2.0 SCOPE:

This SOP is applicable for Cleaning and Operation of Microwave Oven in Microbiology laboratory.

3.0 RESPONSIBILITY:

Microbiologist- Quality Control

Head- Quality Control

4.0 PROCEDURE:

4.1 General cleaning:

4.1.1 Clean outer surface of Microwave Oven with a cleaned lint free cotton cloth.

4.1.2 Clean inside area of Instrument after removing glass tray and rotating ring with soft cotton cloth moisten with 70 % v/v IPA.

4.1.3 Clean back of the Microwave Oven after unplugging the instrument for proper air circulation.

4.1.4 Frequency of cleaning: Outer surface daily and inner surface once in a week or whenever required.

4.1.5 Maintain the cleaning record of Microwave Oven as per "Annexure-I".

4.2 Precautions:

4.2.1 Place the instrument gap atleast 20 cm from wall or other objects.

4.2.2 Do not cover the outside top of instrument.

4.3 Operation:

4.3.1 Ensure that instrument is clean and free from dust.

4.3.2 Ensure that main cord is connected to the main supply of electric power socket.

4.3.3 Switch on the main power supply.

4.3.4 Instrument LCD will display "0" in green colour.



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- 4.3.5 Setting of Time: Set the required time for heating by pressing the button 10 min. ,1 min. and 10 sec.
- 4.3.6 Place the media inside the Microwave oven and close the door.
- 4.3.7 Press “START” button of Instrument, heating will start for set time and instrument inside light will glow.
- 4.3.8 Simultaneously countdown time will start for set time.
- 4.3.9 After completion of heating at set time instrument will OFF with beep sound and display will shows”0” in green colour.
- 4.3.10 Switch OFF main power supply of instrument and remove the media from the Microwave Oven.

5.0 ANNEXURE (S):
Annexure –I: Microwave Oven Cleaning Record.

6.0 REFERENCE (S):
SOP: Preparation, Approval, Distribution control, revision and destruction of Standard operating Procedure (SOP).

7.0 ABBREVIATION (S) / DEFINITION (S):
IPA : Iso Propyl Alcohol

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.



PHARMA DEVILS
MICROBIOLOGY DEPARTMENT

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Annexure 1
MICROWAVE OVEN CLEANING RECORD

Area	Microbiology Section	Department	Quality Control
Equipment	Microwave Oven	Equipment ID.	
Year		Equipment location	Microbiology Area

Date of Cleaning	Cleaning Agent used	Outer Surface	Inner Surface	Cleaned By	Checked By	Remarks

*If performed write v.