



**Title:** Operating Procedure For Microscope

<b>SOP No.:</b>		<b>Revision No.:</b>	00
<b>Effective Date:</b>		<b>Supersedes No.</b>	Nil
<b>Review Date:</b>		<b>Page No.</b>	1 of 2

### 1.0 Objective

To lay down a procedure for the Operation of Microscope.

### 2.0 Scope

This Standard Operating Procedure is applicable for pharmaceutical formulation plant.

### 3.0 Responsibility

Executive/Officer - Microbiology : Shall be responsible to follow the operating procedure of Microscope.

Head - QC/Designee : Shall be responsible for the compliance of this SOP.

### 4.0 Abbreviations and Definitions

QC : Quality Control

SOP : Standard Operating Procedure

### 5.0 Test Procedure

#### 5.1 Microscope

5.1.1 Turn "ON" the microscope.

5.1.2 Set the "Rheostat control knob" to the lowest setting.

5.1.3 Fully open the field diaphragm by turning the control level clockwise. Also fully open the aperture diaphragm of the condenser by moving the level to the extreme right.

5.1.4 Using "Sub stage condenser focusing knob", raise the condenser to the top position.

5.1.5 Place the specimen slide on the stage with the help of clamps.

5.1.6 Rotate the nosepiece to move the 10 X objective over slide working position.

5.1.7 Lower the 10 X objective by rotating the 'coarse adjustment knob' to its positive stop.

5.1.8 Adjust the condenser in sharp focus using the "Condenser focusing knob".

5.1.9 Sharpen the focus using "fine adjustment knob".

5.1.10 Adjust proper field & high power 40 X objective or 100 X (oil emulsion) objective, by rotating the "coarse adjustment knob" and then using "fine adjustment knob".



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**5.2 Photography (Software )**

- 5.2.1 After adjusting proper field of specimen in sharp position, connect the software cord to computer.
- 5.2.2 Open the EDN-2 soft ware.
- 5.2.3 Open the shutter for getting image on computer.
- 5.2.4 For taking photograph setting proper field by fine adjustment of microscope
- 5.2.5 Then open the file and click on the capture to save the image
- 5.2.6 Click the print image, for getting printout.
- 5.2.7 After completion of work, close the EDN-2 soft ware and switch 'OFF' the microscope.

**6.0 Forms and Records**

6.1 Nil

**7.0 Distribution**

- 7.1 Master Copy : Documentation Cell (Quality Assurance)
- 7.2 Controlled Copies : Quality Control, Quality Assurance

**8.0 History**

Date	Revision Number	Reason for Revision