



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Procedure for Operation and Calibration of Colony Counter	<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 Calibration of Colony Counter.

### 2.0 SCOPE:

This SOP is applicable for Operation and Calibration of Colony Counter in Microbiology Section of Quality Control Laboratory.

### 3.0 RESPONSIBILITY:

Officer / Executive - Microbiologist

### 4.0 ACCOUNTABILITY:

Head – QC

### 5.0 PROCEDURE:

#### 5.1 OPERATION PROCEDURE

5.1.1 Connect the power cord to mains and switch “ON” the mains.

5.1.2 Connect the marker to input socket on right side of the instrument and fix the rod, tight it and fix the lens on it.

5.1.3 Switch “ON” the Power Button. The internal light will be flashed “ON” and the digital screen will show “000” or “0000” figures in red.

5.1.4 For setting zero press the “RESET” button & display will show “000” or “0000”. Now place the plate with colonies to be counted on the graphed scale.

5.1.5 Open the lid of the marker and start counting by pressing the marker on petriplate, illuminated from beneath, with a large magnifying lens.

5.1.6 Mark each and every colony one after another by pressing the tip of the marker.

5.1.7 The number of colonies will automatically get displayed on the screen. Record the number of colonies and remove the plates from platform.

5.1.8 Switch “OFF” the Instrument.

5.1.9 Record the Colony Counter operation details as per Format, Titled “**Operation Log Book**”

#### 5.2 CALIBRATION OF COLONY COUNTER

5.2.1 Ensure that the Magnifying Lens is fixed on its appropriate place.



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- 5.2.2** Switch “ON” the main switch of Instrument, the Screen will glow & Digital Screen will show “000” or “0000”.
- 5.2.3** Place an empty Petri plate on the Illuminating Surface; adjust the Magnifying Glass to view the clear Petri plate.
- 5.2.4** Press the tip of the marker on plate 5 times, then check the no. displayed on screen, it should be “005” or “0005”.
- 5.2.5** Press the “RESET” button, the Digital Display will show “000” or “0000”.
- 5.2.6** Repeat the same procedure by pressing the marker pen 5 times, 10 times, 25 times, 50 times, 100 times.
- 5.2.7** Calibration of Colony Counter is valid if the number displayed on the screen is equal to the number of time the marker pressed.
- 5.2.8** Switch “OFF” the Instrument and cover properly when not in use.
- 5.2.9** Record the observations in **Annexure-I**, Titled “**Calibration Report of Colony Counter**”.
- 5.2.10 Frequency:** Once in a 3 Months.

### 6.0 REFERENCES:

Instruction Manual

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Calibration Report of Colony Counter	

**ENCLOSURES:** SOP Training Record

### 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
QA	Quality Assurance
QC	Quality Control



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Sr. No.

Serial Number

SOP

Standard Operating Procedure

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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



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### ANNEXURE – I

#### CALIBRATION REPORT OF COLONY COUNTER

<b>Calibration Date</b>		<b>Instrument ID</b>	
<b>Calibration Due on</b>		<b>Make</b>	Multi-tech
<b>Frequency</b>	Once in 3 Months		

#### OBSERVATION TABLE:

S.No.	Marker Pressed	Number Displayed on Screen
1.	5 times	
2.	10 times	
3.	25 times	
4.	50 times	
5.	100 times	

**Remarks:** The Calibration of Colony Counter Complies / Doesn't Comply as per requirement.

**Microbiologist:**

**Date:**

**Checked By:**

**Date:**