



OPERATIONAL QUALIFICATION PROTOCOL FOR ANALYTICAL BALANCE

Pre - Execution Approval

	Name	Designation	Signature	Date
Prepared By				
Reviewed By				
Reviewed By				
Reviewed By				
Approved By				



OPERATIONAL QUALIFICATION PROTOCOL FOR ANALYTICAL BALANCE

1.0 Objective:

- To determine that the equipment operates according to specifications, and to record all relevant information's and data to demonstrate its functions as intended for.

2.0 Scope:

Scope is limited to the following

Equipment / System Name	Analytical Balance
ID Number
Location	Media Preparation Room

3.0 Checklist for Operational verification:

Operation of Analytical Balance is verified for the compliance with the critical parameters mentioned in the Functional Specification. Sequentially prepare the list of operating checks specifying critical parameters, perform them as per operating procedure as mentioned in the vender operating manual & document the same in the attached check list (Annexure - I).

4.0 Any Changes/Deviations identified during operating checks:

Refer Annexure – II

5.0 Identification & preparation of Standard Operating Procedures:

Prepared the SOP for operation, cleaning and calibration of Analytical Balance using the actual feedback from the operation checks and vendor-operating manual. The preventive maintenance procedure and schedule shall be applicable as per Annual Maintenance Contract of QC Instrument.

S. No. SOP Title SOP Number

1. Operation, cleaning and calibration
Of Analytical Balance



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6.0 Training

The List of QC (Microbiology) person trained during the operation qualification of Analytical Balance is listed as per Annexure - III.

7.0 Recommendations and Conclusions:

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8.0 References:

- Installation Qualification
- Operating Manual submitted by the Vendor.

9.0 Annexure

- Annexure - I : Checklist for Operational Verification.
- Annexure - II : List of Changes / Deviation.
- Annexure - III : Training Detail

10.0 Abbreviations:

- SOP : Standard Operating Procedure
- QC : Quality Control

Post execution approval:

	Name	Designation	Signature	Date
Compiled By				
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Approved By				



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Annexure - I

Checklist for Operational Verification

S.No.	Operating Parameters	Function	Observation	Remarks
A.	Operating parameter of analytical balance			
1.	ON / OFF	To ON / OFF the balance		
2.	→ O / T ←	For Tare		
3.	C	To Zero		
4.	F	To change mode gm / mg		
5.	Cal / Menu	For internal calibration / menu		



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Annexure - II

List of Changes / Deviations

S.No.	Description of Change / Deviations	Justification based on impact analysis

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Annexure - III

Training Detail

S.No.	Name of Trainee	Name of Trainer

Verified By:

Approved By: