



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Calibration and Operation of Deep Freezer

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
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1.0 OBJECTIVE:

To lay down procedure for cleaning, calibration and operation of Deep Freezer.

2.0 SCOPE:

This SOP is applicable for deep freezer in microbiology laboratory.

3.0 RESPONSIBILITY:

Prepared by - Executive Microbiology

Checked by - Assistant Manager Microbiology / QC

Approved by - Head QA, QC

4.0 PROCEDURE:

4.1 Operation

- 4.1.1 Insert the stabilizer plug, of deep freezer, in the mains power socket.
- 4.1.2 Insert the freezer plug in the socket of stabilizer, provided on the backside of the stabilizer.
- 4.1.3 Switch on the main power switch.
- 4.1.4 Switch on the stabilizer by gently pressing it's on/ off switch down.
- 4.1.5 Green lamp in the control panel will light indicating that freezer is on.
- 4.1.6 Rotate the thermostat knob in the control panel at the mid position.
- 4.1.7 Red lamp lights up when compressor is on or cooling is on.
- 4.1.8 Set the desired temperature by adjusting the thermostat knob, with the help of knob, between max. $(-23 \pm 1.5^\circ\text{C})$ and min. $(-13^\circ\text{C} \pm 1.5^\circ\text{C})$ positions.

4.2 Cleaning

- 4.2.1 Switch off the machine by gently pressing the on / off button of stabilizer.
- 4.2.2 Remove the power plug of freezer from the stabilizer.



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4.2.3 Remove all the contents from the freezer.

4.2.4 Remove thin frost formation with a brush of a plastic scrapper.

4.2.5 Remove defrosts water through drain plug.

4.2.6 Let the freezer dry.

4.2.7 Clean the freezer with the help of clean lint free cloth soaked warm water with littler bicarbonates of soda.

4.2.8 Allow the freezer dry before use.

4.3 Monitoring

4.3.1 Temperature monitoring of the deep freezer is to be carried out once in a day i.e. morning.

4.3.2 Manually record the temperature readings by using calibrated thermometer and record as per Annexure - I.

4.4 Calibration

4.4.1 Calibration of thermometer is to be done every six month by service.

5.0 SAFETY & PRECAUTIONS:

5.1 Ensure machine is switched off before cleaning.

5.2 Check the door of freezer for heavy ice deposition.

6.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date
00	First Issue	-----

7.0 REFERENCES:

Not applicable.



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8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure

No. : Number

°C : Degree Centigrade

9.0 ANNEXURES:

Annexure - I : Temperature monitoring record of deep freezer

