



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Calibration and Operation of Dry block Incubator

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 4

1.0 OBJECTIVE:

To lay down procedure for cleaning, calibration and operation of Dry block incubator.

2.0 SCOPE:

This SOP is applicable for Dry block incubator, Make - Equichem, Model - Duo block 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 Switching the machine ON

4.1.1 Switch on the main power supply.

4.1.2 Switch on the machine by pressing its power button, provided at the backside of machine.

4.1.3 The digital display of controller will display the last set temperature at SV and actual temperature (Display temperature) at PV.

4.2 Setting the Temperature

4.2.1 Gently press <SHIFT> key and notice the unit digit (right most) of set value blinking.

4.2.2 Increase or decrease the value of digit by pressing <UP> or <DOWN> key.

4.2.3 Press the <SHIFT> key again to shift to Ten digit of set value. Now as earlier the value of that digit can be increase or decrease by using <UP> or <DOWN > key respectively.

4.2.4 Same method is applicable to adjust Hundred Digit.

4.2.5 Once setting is completed press<SET> key for acceptance of that value by controller.

4.2.6 The new set value will now be reflected on the SV display, immediately.



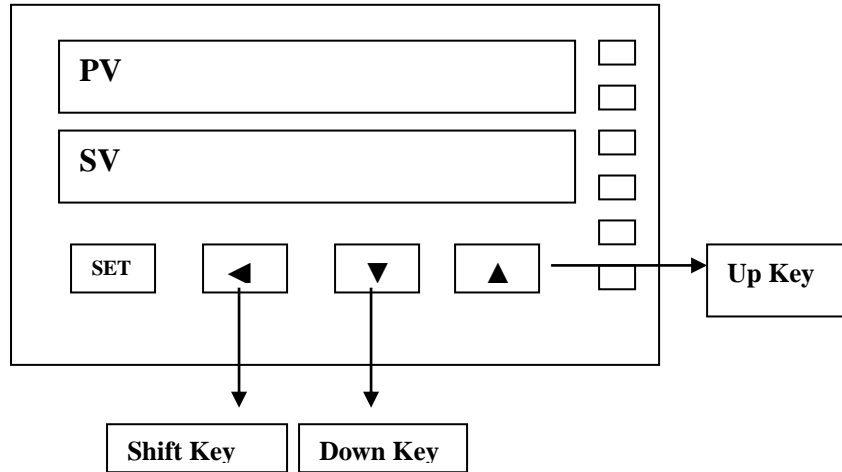
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4.3 Setting the Timer

- 4.3.1 Press <SHIFT> key and notice unit digit, right most of set value blinking.
- 4.3.2 By pressing <UP> or <DOWN> key, increase or decrease the value of that digit.
- 4.3.3 Press the <SHIFT> key again to shift to tens digit of set value .As above the value of that digit can be increase or decrease by using <UP> or <DOWN> key respectively.
- 4.3.4 Same method is applicable to adjust hundred digits.
- 4.3.5 Once setting is complete press <SET> key for acceptance of that value by controller.
- 4.3.6 The new set value will now be reflected on the SV display, immediately.

4.4 Cleaning

- 4.4.1 Clean the Equipment and Blocks with a damp soft cloth. Occasionally, blocks can be cleaned with mild detergent solution with soft brush.
- 4.4.2 Completely dry the block before using it back into equipment.

4.5 Calibration

- 4.5.1 Switch on the machine, adjust its temperature to 37°C and let it stabilize for at least 45 min.
- 4.5.2 After the machine is stabilized i.e. temperature is constant on the display, place four 10 x 75 mm test tubes, having 200µl water at four corners of the heating block and one tube in the center of the block.
- 4.5.3 Place calibrated thermometers in each of the test tube and allows the temperature to stabilize.



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4.5.4 After the temperature is stabilized not down the readings.

4.5.5 Acceptance criteria for temperature is of $\pm 1^{\circ}\text{C}$ with that of set temperature.

4.6 Frequency

Frequency for calibration of heating block is once in a month.

5.0 SAFETY & PRECAUTIONS:

Make sure to remove electrical connections before any maintenance or cleaning procedure.

6.0 REVISION HISTORY:

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

7.0 REFERENCES:

Not applicable.

8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure

mm : Millimeter

μl : Micro liter

$^{\circ}\text{C}$: Degree Centigrade

9.0 ANNEXURES:

Annexure - I : Calibration record of dry block incubator



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ANNEXURE - I

CALIBRATION RECORD OF DRY BLOCK INCUBATOR

Dry block Incubator ID - _____ Set Temperature - _____

S.No.	Date	Thermometer ID	Test Tube No.	Display Temperature	Observed Temperature	Done by	Checked by	Remark
1								
2								
3								
4								
5								
1								
2								
3								
4								
5								
1								
2								
3								
4								
5								

***Acceptance criteria:** The Temperature of thermometer should be $\pm 1^{\circ}\text{C}$ with that of set temperature