



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Calibration and Operation of Drying Oven

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 5

1.0 OBJECTIVE

To lay down procedure for cleaning, calibration and operation of drying oven.

2.0 SCOPE

This SOP is applicable for drying oven, Make - Electron , in Quality Control Department.

3.0 RESPONSIBILITY

Prepared by - Executive Quality Control

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 MAINS button, provided at the front panel of the machine.

4.1.3 The controller will display last set temperature at SV and actual temperature inside the oven (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 tens 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 Hundreds 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.



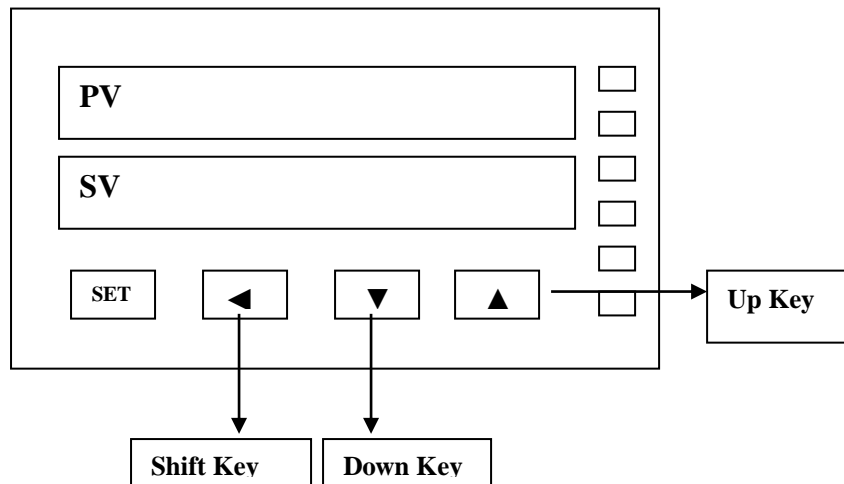
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4.3 Cleaning

- 4.3.1 Switch off the oven and remove its power cord from the main switch.
- 4.3.2 Allow its temperature to come down, up to room temperature.
- 4.3.3 Clean the oven, both internally and externally, with the help of a soft wet cloth.
- 4.3.4 Let the moisture to evaporate.
- 4.3.5 Now plug the power switch in the power socket and switch it on.

4.4 Calibration

- 4.4.1 After switching the machine on adjust its temperature to 60°C according to steps in 4.2.
- 4.4.2 Place a calibrated thermometer in oven and let the temperature to stabilize.
- 4.4.3 After the temperature has stabilized on PV display check the temperature of thermometer, placed inside the oven.
- 4.4.4 Acceptance criteria for temperature is of $\pm 2^\circ\text{C}$ with that of set temperature.
- 4.4.5 Record the calibration detail as per Annexure - I.

4.4 Frequency

Frequency for calibration of drying oven is once in six month.



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Supersede Revision No.:	Nil	Page No.:	3 of 5

5.0 SAFETY & PRECAUTIONS

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

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

°C : Degree Centigrade

9.0 ANNEXURES

Annexure - I : Calibration record of drying oven



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Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	4 of 5

ANNEXURE - I

CALIBRATION RECORD OF DRYING OVEN

Drying Oven ID - _____

Date	Thermometer ID	Set Temperature on oven	Display Temperature on oven	Observed Temperature on thermometer	Calibration Done by	Checked by	Remarks

*Acceptance criteria: The Thermometer Temperature should be $\pm 2^{\circ}\text{C}$ with that of set temperature.



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Revision No.:	00	Revision Date:		
Supersede Revision No.:	Nil	Page No.:	5 of 5	