



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning, Calibration and Operation of Refrigerator

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

### 1.0 OBJECTIVE:

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

### 2.0 SCOPE:

This SOP is applicable for refrigerator, Make - Samsung, 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 Connect the connecting cord of refrigerator to the voltage stabilizer.

4.1.2 Connect the power cord of stabilizer to the main power supply.

4.1.3 Switch on the power supply.

4.1.4 The power indicator on the stabilizer glow up.

4.1.5 Press the input switch of the stabilizer down.

4.1.6 To adjust the temperature of refrigerator move the channel in desired position present in the upper portion / ice zone.

#### 4.2 Cleaning

4.2.1 Remove incubator plug from the main socket.

4.2.2 Defrost the refrigerator or remove the extra ice with the help of plastic scraper.

4.2.3 Clean the refrigerator internally and externally, by lint free cloth soaked in 70 % IPA or any other approved disinfectant.

4.2.4 After cleaning let the disinfectant to evaporate or dry for at least 30 min.



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4.2.5 Cleaning should be done on once in a week basis.

4.2.6 Maintain the refrigerator cleaning record as per Annexure - II.

### 4.3 Calibration

4.3.1 Temperature mapping of the refrigerator is to be done every six month.

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

### 4.4 Monitoring

4.4.1 Temperature monitoring of the refrigerator is to be carried out twice a day i.e. morning and in the evening.

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

### 5.0 SAFETY & PRECAUTIONS:

Ensure that electrical connections are removed before any maintenance or cleaning.

### 6.0 REVISION HISTORY:

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

### 7.0 REFERENCES:

Not applicable.

### 8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure

% : Percentage

IPA : Iso Propyl Alcohol



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### 9.0 ANNEXURES

**Annexure - I :** Temperature monitoring record of refrigerator

**Annexure - II :** Cleaning record of refrigerator





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### ANNEXURE - II

#### CLEANING RECORD OF REFRIGERATOR RIGERATOR

Date of Cleaning	Refrigerator ID	Done By	Checked By	Remarks
	Cleaning Status (Done/Not done)			

√ : Cleaning done