



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Cleaning and Operation of Hot Plate

<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 2

### 1.0 OBJECTIVE

To lay down procedure for cleaning and operation of hot plate.

### 2.0 SCOPE

This SOP is applicable for hot plate, 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 Operation

- 4.1.1 Connect the power cord of the hot plate to the main supply.
- 4.1.2 Switch on the main supply and observe that the indicating lamp glows up.
- 4.1.3 Turn the knob of three heat controller to desired position (1, 2, 3).
- 4.1.4 Turn the knob of the temperature controller regulator clockwise and keep it at half the circle of arbitrary scale given on the front of temperature controller regulator.
- 4.1.5 If the temperature is reaching near the desired operating temperature adjust the regulator clockwise or anti-clockwise as may require increasing or decreasing the temperature during the test.
- 4.1.6 Place the sample container on the surface of the hot plate.
- 4.1.7 Continue heat the samples up to the required temperature require.
- 4.1.8 After completion of the heating switch off the main supply of the hot plate.

#### 4.2 Cleaning

- 4.2.1 Clean the hot plate with a clean lint free cloth everyday.
- 4.2.2 Clean the hot plate with lint free cloth along with 70% filtered IPA.

### 5.0 SAFETY & PRECAUTIONS

- 5.1 Before cleaning or any maintenance remove the power supply cord of the hot plate from the main supply.
- 5.2 Before cleaning make sure that the surface of the hot plate is cool or not.
- 5.3 Don't touch the hot plate directly during operational condition.



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### 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Revision No.	Reason for Revision	Superseded from & date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

% : Percentage

QC : Quality control

IPA : Iso Propyl Alcohol

### 9.0 ANNEXURES

Not applicable.