STANDARD OPERATING PROCEDURE

Title: Cleaning and Operation of Vacuum Pump

SOP No.:		**Department:**	Microbiology	
		Effective Date:		
Revision No.:	00	**Revision Date:**		
Supersede Revision No.:	Nil	**Page No.:**	1 of 2	

1.0   OBJECTIVE

To lay down procedure for cleaning and operation of Vacuum pump.

2.0   SCOPE

This SOP is applicable for all the Vacuum pumps, Make - Millipore used 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 vacuum pump plug the main supply.

4.1.2   Connect the vacuum pump to the one side of the filtrate collecting bottle through silicon tubing.

4.1.3   Connect the other side of the filtrate-collecting bottle to the micro fill assembly through silicon tubing.

4.1.4   Switch on the main supply.

4.1.5   Start the vacuum pump by pressing the button provided on the vacuum pump.

4.1.6   Operate the procedure till filtration is complete.

4.1.7   After completion of filtration switch off the vacuum pump by pressing the button.

4.1.8   Switch off the main supply.

4.1.9   Remove the silicon tubing from the filtrate-collecting bottle and vacuum pump.

4.2   Cleaning

4.2.1   Insure that the power supply to the vacuum pump is switched off and main cord is removed from the supply.

4.2.2   Wipe the vacuum pump with a clean cloth wetted with disinfectant solution everyday.

5.0   SAFETY & PRECAUTIONS

Before cleaning or any maintenance remove the power supply cord of the vacuum pump from the main supply.

6.0   REVISION HISTORY

PHARMA DEVILS
MICROBIOLOGY DEPARTMENT

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00	First Issue	--------

7.0   REFERENCES

Not applicable.

8.0   ABBREVIATIONS

SOP   :   Standard Operating Procedure

9.0   ANNEXURES

Not applicable