



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Operation and cleaning of water bath

<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 3

1. **Purpose:** The purpose of this SOP is to describe the procedure for operation and cleaning of water bath.
2. **Scope:** This procedure is applicable to ensure the operation and cleaning of water bath in microbiology section.
3. **References, Attachments & Annexures:**
  - 3.1. **References:**
    - 3.1.1. In-house
  - 3.2. **Attachments:**
    - 3.2.1. Attachment-1: Cleaning template of water bath
  - 3.3. **Annexures:** None
4. **Responsibilities:**
  - 4.1. **Microbiologist:**
    - 4.1.1. To perform the activity as per SOP.
    - 4.1.2. To maintain all the records as per SOP.
  - 4.2. **QC Head or designee:**
    - 4.2.1. To check the SOP.
    - 4.2.2. To give training to all concerned persons before implementation of SOP.
    - 4.2.3. To ensure proper documentation as per SOP.
  - 4.3. **Quality Assurance:**
    - 4.3.1. To check the SOP.
    - 4.3.2. To ensure the implementation of system as per SOP.
  - 4.4. **Regulatory Affairs, Quality Head , Plant Head:**
    - 4.4.1. To review and approve the SOP.
5. **Distributions:**
  - 5.1. Quality Assurance
  - 5.2. Quality Control (Microbiology)
6. **Abbreviations & Definitions of terms :**
  - 6.1. **Abbreviations:**



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6.1.1. **SOP** : Standard Operating Procedure

6.1.2. **No.** : Number

6.1.3. **QA** : Quality Assurance

6.1.4. **QC** : Quality Control

6.1.5. **NA** : Not Applicable

6.2. **Definitions of terms** : None

### 7. **Procedure:**

#### 7.1. **General:**

7.1.1. Ensure that the platform is dry.

7.1.2. Connect the power supply.

7.1.3. Ensure the purified water level in water bath. It should be sufficient to the heating element.

7.1.4. Switch "ON" the main power supply and instrument mains with Pump.

#### 7.1.5. **Temperature setting :**

Press SET key, then Press UP & down key to increase or decrease the value for desired value in display. Digit will show blinking in during Press UP & down key to get desired value in display. Gradually temperature will show raise or down in display.

7.1.6. The temperature sensor will maintain the set temperature during use of water bath..

7.1.7. Switch "OFF" the instrument mains & main power supply after use.

#### 7.2. **Cleaning of Water bath:**

7.2.1. Frequency : Weekly or as and when required

7.2.2. Switch "OFF" the mains with pump and remove the plug from switch board.

7.2.3. Clean the outer surface of Instrument with clean cotton cloth.

7.2.4. Clean the control panel and motor smoothly with dry clean cotton cloth.

7.2.5. Drain out the purified water from water bath.

7.2.6. Take out the perforated tray & scrub it by brush.

7.2.7. Scrub the inner surface of bath with brush.

7.2.8. Replace the tray & re-fill the bath with fresh purified water.

#### 7.3. **External Calibration :**

7.3.1. Frequency : yearly



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### Attachment-1 Cleaning template of Water Bath

**Water bath ID No.** \_\_\_\_\_  
**Month :**

Date	Cleaned By	Checked By	Remarks

#### 8. History:

Version No.	Effective Date