



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Operation and Maintenance of Drying Oven

<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 Operation and Maintenance of Drying oven.
2. **Scope:** This SOP is applicable to the following glassware drying oven in microbiology lab.

Make	Model	Serial No.	In-house code
B.L.S.	B.L.S.15		

### 3. References, Attachments & Annexures:

#### 3.1. References:

- 3.1.1. Operation Manual supplied by the manufacturer.
- 3.1.2. Maintenance of Laboratory instrument SOP.
- 3.1.3. Instrument/Equipment usage log book SOP.
- 3.1.4. Preparation of Internal and External (Third Party) calibration schedule and calibration practices. SOP.

#### 3.2. Attachments: None.

#### 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.

#### 4.3. 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:



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5.1. Quality Control ( Microbiology)

5.2. Quality Assurance

### 6. Abbreviations & Definitions of terms :

#### 6.1. Abbreviations:

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. Precautions

7.1.1. Do not overload the oven.

7.1.2. Do not place any thing on top of the equipment.

7.1.3. Install the backside of the equipment 300mm away from the wall.

7.1.4. Leave a minimum of 50mm free space from all sides of the equipment.

7.1.5. Keep the unit horizontally leveled.

#### 7.2. General Procedure

7.2.1. In case of any maintenance of instrument, follow SOP Maintenance of laboratory instrument.

7.2.2. Maintain the third party calibration schedule and the Internal calibration schedule for the equipment as per SOP, preparation of internal and external (Third Party) calibration schedule and calibration practices..

#### 7.3. Startup Procedure

7.3.1. Ensure that power supply is connected .

7.3.2. Connect the equipment cable with the power supply.

7.3.3. Check whether "yellow" indicator light & digital display is 'ON', indicating power supply is on.

7.3.4. Equipment is ready for calibration / usage.

#### 7.4. Operational procedure

7.4.1. Switch 'ON' the equipment.

7.4.2. Check whether 'yellow' indicator light & display is 'ON' indicating the supply is on.

7.4.3. Switch ON the equipment and set the temperature. Press the "MODE" key to set the temperature. Set the temperature by "UP" and "DOWN" keys. Pressing up & down keys, the temperature to 60°C can be set.

7.4.4. Now check for red indicator light glowing, which indicates heater is 'ON' and once temperature is set. The red indicator light will go off.

7.4.5. After achieving required temperature, Open the door of drying oven & keep the



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glasswares to make it dry.

7.4.6. After washing / rinsing of glasswares with water /other solvent, put it in drying oven to make it completely dry.

7.4.7. Glass bottles, beakers, test-tube and petri dishes can be dried in the oven.

7.4.8. Handle the hot and dried glasswares carefully by wearing gloves.

7.4.9. Use the glasswares after cooling properly to the room temperature.

7.4.10. Close drying oven door always whether it is in use or not.

7.4.11. When equipment is under breakdown maintenance / not functioning, QC chemist / officer shall put the tag stating "Under Maintenance / Not to be used" and inform to QC head.

7.4.12. QC head informs to the equipments manufacturer/servicing person.

7.4.13. Between breakdown and service, the equipment shall be under maintenance.

7.4.14. Service engineer rectifies the problem and repairs the equipment adequately.

7.4.15. A service report is prepared by engineer and one copy of report is retained at QC.

7.4.16. Clean the chamber of oven periodically with dry cloth when it is at room temperature

### 7.5. Calibration

7.5.1. Calibration of temperature sensor & digital temperature controller shall be done by external agencies.

7.5.1.1. Calibration frequency : Yearly  $\pm$  30days

### 8. History:

Version No.		Effective Date	