



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation, Cleaning and Calibration of Micrometer Screw gauge	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down procedure for Operation, cleaning and calibration of Micrometer Screw gauge.

2.0 SCOPE:

This SOP is applicable for Micrometer Screw gauge, in Quality Control Department.

3.0 RESPONSIBILITY:

3.1 Execution- Executive QC.

3.2 Checking - Assistant Manager QC.

3.3 Manager QC

4.0 PROCEDURE:

4.1 OPERATING PROCEDURE:

4.1.1 Ensure that instrument is clean and free from dust.

4.1.2 Check the calibration status of the instrument.

4.1.3 Switch on the instrument display screen with with help of button named "Zero".

4.1.4 Ensure that '0' on the main scale and circular scale exactly coincides with each other & instrument display screen show zero reading.

4.1.5 Set the sample between the micrometer jaws by moving the knob attached to the side arm.

4.1.6 Slowly turn the thumb screw filled at the end of vernier scale till the end point.

4.1.7 Do not move the jaws by rotating vernier scale, use only the thumb screw

4.1.8 Observed the reading on the digital screen.

4.1.9 Note down the reading.

4.1.10 Switch 'OFF' the instrument display screen after using the instrument.

4.2 CLEANING PROCEDURE

Frequency: After each use.

4.2.1 Switch "OFF" the Instrument.

4.2.2 Clean between the micrometer jaws by moving the knob attached to the side arm with dry cotton cloth.

4.2.3 Then clean the body with dry cotton cloth.

4.3 CALIBRATION PROCEDURE

Frequency: Once in a year.



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4.3.1 Micrometer Screw gauge is to be calibrated by Engineer department or by approved external party.

5.0 SAFETY AND PRECAUTION:

- 5.1 Use the instrument carefully not to damage the jaws.
- 5.2 After use keep the instrument in the box provided.
- 5.3 Change the battery when the display is not readable.

6.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date

7.0 REFERENCES:

Not Applicable.

8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure
No. : Number
QC : Quality Control
Dept. : Department
mm : millimetre

9.0 ANNEXURE:

Annexures - Not Applicable