



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

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

1.0 OBJECTIVE:

To lay down procedure for Operation, cleaning and calibration of Muffle Furnace

2.0 SCOPE:

This SOP is applicable for Muffle Furnace (Make : Electron, Model : EF1203) installed in Quality Control laboratory.

3.0 RESPONSIBILITY – Execution- Executive QC
Checking -Assistant Manager QC

4.0 ACCOUNTABILITY - Manager Quality Control

5.0 PROCEDURE:

5.1 OPERATING PROCEDURE:

5.1.1 Switch 'ON' the mains.

5.1.2 Switch 'ON' the instrument & select the temperature

5.1.3 Set the required temperature by using 'UP ▲' & 'DOWN ▼' keys

5.1.4 After achieving the required temperature, keep the sample crucible inside the furnace with the help of tongs.

5.1.5 On completion, remove the crucible with the help of tongs and keep in desiccator.

5.1.6 Switch 'OFF' the mains.

5.2 CALIBRATION PROCEDURE:

Frequency: After every one year.

Note: Calibration of the instrument is to be carried out by third party.

5.3 CLEANING PROCEDURE:

Frequency: Daily

5.3.1 Switch "OFF" the mains & instrument.

5.3.2 Disconnect the instrument from mains.

5.3.3 Allow the Furnace to cool down at room temperature, if hot.

5.3.4 Loose the screw of door carefully and open the door.

5.3.5 Remove any solid or unlabeled waste items from the Furnace.



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5.3.6 Clean the inner surface of the furnace with clean and dry cotton cloth.

5.3.7 Clean the exterior of the instrument with a damp cotton cloth.

5.3.8 After cleaning, restart the Furnace and set the temperature.

5.3.9 Maintain the cleaning record in instrument log book as per Annexure I

6.0 SAFETY & PRECAUTIONS:

6.1 Wear asbestos gloves while using the furnace

6.2 Wear safety goggles

6.3 Use tong to hold the hot crucibles while keeping inside the furnace or taking out.

7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date

8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

9.0 REFERENCES:

Calibration of instrument from out side agency

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QC : Quality Control

No. : Number



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MSDS : Material Safety Data Sheet.

Annexure I : Cleaning Record of Muffle Furnace

