



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Operation, Cleaning and Calibration of Vernier Calipers	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE:

To lay down procedure for Operation, cleaning and calibration of Vernier Calipers.

#### 2.0 SCOPE:

This SOP is applicable for Vernier Calipers, 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 help of green button and press yellow button for zero reading, after closing the jaws properly.

4.1.4 Set the sample between the upper side or lower side jaws of the Vernier calipers depending on the requirement.

4.1.5 Set the unit of measurement in mm / inch with help of grey button.

4.1.6 Note down the reading displayed on the screen.

4.1.7 Switch 'OFF' the instrument display screen with help of green button 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 upper side or lower side jaws of the Vernier calipers 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 Vernier Caliper 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Revision No.	Reason for Revision	Superseded from & date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