



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Preventive Maintenance and Servicing of Test Equipments	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for preventive maintenance and servicing of test equipments.

2.0 SCOPE:

This SOP is applicable to preventive maintenance and servicing of test equipments in Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Breakdown Maintenance:

5.1.1 On failure of any equipment during calibration or during operation put “UNDER MAINTENANCE” label on equipment & call for service engineer

5.1.2 After the rectification of the problem, calibrate the equipment as per respective standard calibration procedure.

5.1.3 If maintenance was minor in nature like replacement of fuses, electronic cards or electrical points which do not affect the performance, calibration shall be done on its due date.

5.2 Get the Service report after each visit of service engineer and check the performance of the equipment before signing the conformance on service report.

6.0 ABBREVIATION(S):



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Preventive Maintenance and Servicing of Test Equipments	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

--- Nil ---

9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON(S) FOR REVISION