



STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Vernier Caliper	<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 the procedure for the Cleaning and Operation of Vernier Caliper.

**2.0 SCOPE**

This procedure is applicable to the Cleaning and Operation of Vernier Caliper used in Production Department.

**3.0 RESPONSIBILITY:**

Operator, Officer and Executive – Production Department  
Head Production – SOP Compliance  
QA Officer – In Process

**4.0 DEFINITION(S):**

NA

**5.0 PROCEDURE:**

**5.1 Cleaning:**

- 5.1.1 Clean the vernier caliper using a clean dry lint free cloth.
- 5.1.2 Clean the jaws with help of dry lint free cloth until to remove adhering powder (if required use 70% IPA v/v).
- 5.1.3 Place the vernier caliper into the box.

**5.2 Operation:**

- 5.2.1 Ensure the cleanliness of the Vernier Caliper.
- 5.2.2 Press 'ON / OFF' switch. Vernier caliper will turn 'ON'.
- 5.2.3 Press 'ZERO/ABS' key to set zero reading on LCD.
- 5.2.4 Press 'in / mm' switch for selecting the measuring unit either inches or mm.
- 5.2.5 Move the slider by rotating knob near by slider.
- 5.2.6 Before measuring ensure that LCD displays zero reading when two jaws are intact with one another. To measure outer surface, keep object in between two jaws of outside measuring faces and read the reading on LCD.
- 5.2.7 To measure internal diameter, put two faces of inside measuring jaws inside the object and read the reading on LCD.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

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5.2.8 If we need to subtract any reading, then measure the first reading, then press 'ZERO / ABS' button and measure the next reading. The LCD will display the difference.

5.2.9 At the end of measurement, move slider to zero position and turn 'OFF' the caliper (If applicable).

### 5.3 Precaution:

5.3.1 Keep the caliper free from moisture and oil.

5.3.2 Do not scratch the scale surface.

5.3.3 Do not use the caliper at following places:

- At high humidity place.
- Where the caliper is exposed to direct sunlight
- At dusty place

**Note:** Calibration of Vernier caliper shall be done by outside party yearly / after any maintenance activity, whichever is earlier.

### 6.0 ABBREVIATION(S):

LCD : Liquid Crystal Display

mm : Millimeters

in : Inch

### 7.0 RERERENCE (S):

NA

### 8.0 ANNEXURE (S):

Nil

### 9.0 DISTRIBUTION:

9.1 **Master Copy:** Quality Assurance

9.2 **Controlled Copy(s):** Production Department, Quality Assurance, Utility

9.3 **Reference Copy (s):** Production Department