



PHARMA DEVILS

Formulation, Research and Development Department

STANDARD OPERATING PROCEDURE

Department: Formulation, Research and Development	SOP No.:
Title: Operation and Cleaning of Shaking Water Bath	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:
To lay down a procedure for Operation and Cleaning of Shaking Water Bath.

2.0 SCOPE:
This SOP is applicable to Formulations Research and Development.

3.0 RESPONSIBILITY:
3.1 Executive – FR&D for operation and cleaning
3.2 Group Leader – FR&D will ensure the maintenance
3.3 Head – FR&D for implementation and compliance

4.0 DEFINITION(s):
Not Applicable

5.0 PROCEDURE:
5.1 OPERATING INSTRUCTIONS
5.1.1 Ensure cleanliness of water bath and proper fixation of spring wire rack into the shuttle carriage.
5.1.2 Fill the water bath with DM water up to the required level.
5.1.3 Place the beaker/flask between the meshes of the spring wire rack to hold it firmly during the shaking process.
5.1.4 Switch on the main power supply, then press START/STOP switch to turn on power.
5.1.5 Check if green LED of 'HEAT' key glows. If not press TIME/I.O key.
5.1.6 Press '▲' for 5 seconds, the screen displays 'AUTO'.
5.1.7 Press TEMP./SET key thrice. The digits blink and green LED of SET key glows.
5.1.8 Set the required temperature by operating '▲' or '▼' keys to increase or decrease temperature respectively and then push the TEMP/SET key once again to finish set up.
5.1.9 Push the ADV/SET key only if shaking process is desired even after the set time. This option is to be selected before the timer function.
5.1.10 Press RPM/SET key and set rpm using '▲' or '▼' keys.
5.1.11 Push the TIME/SET key. 'UON' will be displayed which indicates the time after which the shaking process will commence. Set the time using '▲' or '▼' keys.

(**Note:** The first digit represents time in hours and the second and third digits after the decimal represents time in minutes.) Set the time in hours first then push the key once again to enter the value in minutes.
5.1.12 Press the key again, 'UOFF' is displayed which indicates the time duration of the shaking process.
5.1.13 Finally press TIME/I.O key. The shaking process commences after the set time with a beep sound. 'OFF TIME' is displayed after the completion of the process.



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5.1.14 If the ADV/SET option has been selected, the shaking process and beep sound will continue even after the set time is over. Press TIME/I.O key to stop the process.

5.1.15 Finally switch off the green START/STOP switch.

5.2 CLEANING INSTRUCTIONS

5.2.1 Turn the main power switch off and drain the solvent from the water bath through the drain valve. Initially clean the bath with a soft cloth soaked in neutral detergent and then clean with distilled water.

5.2.4 Dry the bath by wiping with a dry cloth.

5.2.5 Do not use organic solvents to clean the bath.

6.0 REFERENCE(s):

Not Applicable

7.0 ABBREVIATION(s):

Abbreviation	Full Description
SOP	Standard Operating Procedure
FR&D	Formulation, Research and Development

8.0 FLOWCHART(s):

Not Applicable

9.0 ANNEXURE(s):

Not Applicable