
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>USP Analytical Balance Maintenance</b>	Number: <b>L15-PR-100-069</b>	
	Owner: <b>Hunter Douglas</b>	Revision: <b>0</b>	
	Effective Date: <b>07/24/2015</b>	Page: <b>1 of 2</b>	

### 1.0 Purpose:

The purpose of this procedure is to establish a maintenance program for the USP Analytical Balance located in the manufacturing quality lab. This procedure will help to insure compliance with 21 CFR 211.67 'Equipment Cleaning and Maintenance'.

### 2.0 Scope:

This procedure applies to the USP Analytical Balance (S/N: B139292316) in the Quality Lab and is to be performed weekly.

### 3.0 Responsibility:

QA personnel or designee is responsible for performing this procedure.

This procedure is to be performed by any qualified laboratory personnel; a second analyst will review data for accuracy and completeness.

### 4.0 Safety Considerations:

Proper PPE should be worn at all times during this procedure including but not limited to gloves, safety goggles, and lab coat.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

### 5.0 Materials/Equipment:



- Stiff Bristled Brush
- Paper Towels
- Glass Cleaner
- Lint Free Wipes

### 6.0 Procedure:

- Remove weighing plate and clean with warm soapy water.
- Dry with lint free wipes and set aside.
- Clean all residues and debris from under weighing plate.
- Remove glass doors and ceiling and clean with glass cleaner and paper towels.
- Record cleaning on *Maintenance Log (L15-FM-100-019)*

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## 7.0 Reference Documents:

*Maintenance Log (L15-FM-100-019)*

## 8.0 Change Information:

New Document

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