 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-ED-022-00	Effective Date:	
	Supersedes :	Nil	Next Review Date:	
	Department:	Engineering	Page:	1 of 2
TITLE: CALIBRATION OF DIP RODS FOR 220 LITER DRUMS				

1.0 PURPOSE:

To describe the procedure for Calibration of Dip Rods for 220 Liter drums.

2.0 SCOPE:

This procedure is applicable for calibration of Dip Rods for 220 Liter Drums used in the manufacturing and warehouse at Discovery Laboratories Pvt Ltd.

3.0 RESPONSIBILITY:

The responsibility of engineering department is to perform the calibration.

The responsibility of user department is to ensure calibration activity.

4.0 DEFINITION:

Nil


5.0 PROCEDURE:

- 5.1 Ensure the cleanliness of the Dip Rod and drum to be calibrated.
- 5.2 Keep the drum on uniform surface area.
- 5.3 Ensure that the Flow meter is within calibration status.
- 5.4 Fill water in the drum using Calibrated Flow meter.
- 5.5 Calibrate the Dip Rod for 5 Liters, 10 Liters, 25 Liters, 50 Liters, 75 Liters, 100 Liters, 125 Liters, 150 Liters, 175 Liters, 200 Liters and 220 Liters.
- 5.6 Check the filled volume with Dip Rod and compare the volumes.
- 5.7 Perform the calibration of Dip Rods for every one year \pm 30 days of the scheduled date.
- 5.8 If the drum is replaced with another then, calibrate the Dip Rod with new drum.

6.0 FORMATS / ANNEXURE(S):

- 6.1 Dip Rod calibration Record : ED022-FM062
- 6.2 Dip Rod calibration schedule : ED022-FM063
- 6.3 List of Dip Rod's : ED022-FM064

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	Ch. Shankar	M. Ramesh	N. Sreedhar
Department	Engineering	Engineering	Quality

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref CCF No.
00		New SOP introduced.	--

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Name	Ch. Shankar	M. Ramesh	N. Sreedhar
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