

1. PURPOSE

- 1.1. The purpose of the document is to describe the procedure for operation of centrifuge in the laboratory

2. SCOPE

- 2.1. This procedure is applicable to all the staff working with the centrifuge

3. REFERENCES

- 3.1. Equipment Manuals

4. RESPONSIBILITY

- 4.1. Quality Manager
4.2. Laboratory In-charge

5. PROCEDURE

5.1. Operation

- 5.1.1. Refer to the work bench procedure record for speed, time and temperature details pertaining to the samples
- 5.1.2. Ensure that the instrument is clean and free from dust.
- 5.1.3. Switch “ON” the mains.
- 5.1.4. Open the upper lid by releasing the lock and lifting it up
- 5.1.5. Place the centrifuge tubes in the compartment provided for it.
- 5.1.6. Set the required time and speed by the “SET” push button.
- 5.1.7. The desired time and speed can be selected by pressing “SET” button again.
- 5.1.8. Press the “START” button to start centrifuge cycle.
- 5.1.9. After completion of the centrifuge time, a buzzer will beep, which indicates the completion of centrifuge.
- 5.1.10. After the beep, the motor will be automatically cut off and rpm will come down to zero
- 5.1.11. Switch “OFF” the mains.

5.2. Precautions:

- 5.2.1. Proper handling of the instrument.
- 5.2.2. Ensure level and stability.
- 5.2.3. Balance centrifuge tubes equally.
- 5.2.4. Ensure use of rubber cushions for glass tubes.
- 5.2.5. Do not open the lid in between the centrifugation cycle.

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6. RECORDS

6.1. The following records are maintained for centrifuge in the format mentioned below, for the period defined

S. No	Record	Responsibility	Review Period	Retention Period
1	Equipment Maintenance Log	In-charge	Every Month	1 Year
2	Equipment cleaning and maintenances record	In-charge	Every Day	1 Year
3	Equipment breakdown and servicing record	In-Charge	Every Month	1 Year

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