	QuXAT Quality Management System		Document No:	QUXAT/SOP/34
	Title	Lab Centrifuge – Work Procedure	Page No:	Page 1 of 2

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.

Issue No: 01	Issue Date: 1.1.2024	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	

	QuXAT Quality Management System		Document No:	QUXAT/SOP/34
	Title	Lab Centrifuge – Work Procedure	Page No:	Page 1 of 2

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

Issue No: 01	Issue Date: 1.1.2024	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	