



**Title:** Operation and Cleaning of Heating Block

SOP NUMBER :	SOP/PMH/018-00
EFFECTIVE DATE :	18/04/2026
DEPARTMENT:	Microbiology
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## 1.0 OBJECTIVE

To lay down a procedure for Operation and Cleaning of Heating block.

## 2.0 SCOPE

This procedure is applicable for operation and cleaning of heating block used in the Microbiology laboratory at Pharma Micro Hub Pvt Ltd.

## 3.0 RESPONSIBILITY

3.1 Microbiologist is responsible for operation and cleaning of heating block.

## 4.0 ACCOUNTABILITY

4.1 Head – Microbiology/ his designee is accountable for overall compliance of this SOP.

## 5.0 PROCEDURE:

### 5.1 Precautions:

5.1.1 Ensure power supply should be with UPS.

5.1.2 Ensure that the equipment is clean and placed on a non-vibrating platform

### 5.2 Operation Procedure :

5.2.1 Connect the equipment to the main power.

5.2.2 Switch on the equipment Power switch beside the control panel.

5.2.3 Switch glows indicates the power is ON

5.2.4 Set the temperature on the controller by pressing ■ button and press ▼ button to decrease the set temperature and press ▲ button to increase the temperature set point.

5.2.5 Before incubating the tubes ensure that temperature is stabilized at 37°C.

5.2.6 Incubate the tubes in the wells at 37°±1°C for 60±2 minutes.

5.2.7 Record the usage details in the Annexure-I.

5.2.8 Do not switch off the heating block after completion of testing.

5.2.9 In case of any temperature deviation from the set temperature (37±1°C) during the testing period, the test shall be invalid and initiate the incident as per SOP.

### 5.3 Cleaning procedure:

5.3.1 Clean the equipment with a dry lint free cloth.



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- 5.3.2 In case of spillage or tube broken inside the wells, switch of the heating block and remove the block form the unit.
- 5.3.3 Invert the block and clean the wells with sterile swab remove the traces of broken glass or spilled material.
- 5.3.4 Replace the block in the previous position.
- 5.3.5 Update the cleaning details in the Annexure-I
- 5.4 Periodic requalification of heating block shall be performed by External agency as per validation / qualification scheduler.
- 5.5 Preventive Maintenance shall be performed by engineering person as per the schedule.

## **6.0 ABBREVIATIONS**

- 6.1 BET : Bacterial Endotoxin test
- 6.2 °C : Degree Celsius.

## **7.0 ANNEXURES**

- 7.1 Annexure-I : Heating block usage log book.

## **8.0 REFERENCES**

- 8.1 User manual of heating block

## **9.0 CHANGE HISTORY**

- 9.1 New SOP

**END OF DOCUMENT**



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**ANNEXURE-I**  
**HEATING BLOCK USAGE LOG BOOK**

Date	Activity	Name of the sample	B. No	A.R No	Time		Temperature observed		Done by	Checked by
					From	To	Start of incubation	End of incubation		

Pharma Micro Hub