CALAMBA WATER DISTRICT

TITLE: Operation of Thermo Scientific Waterbath

DOCUMENT NO. CWD-OPN-001	REVISION NO. 00	EFFECTIVE DATE: December 28, 2016	Page 1 of 6

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DOCUMENT HISTORY RECORD Form No.

DCN	REV. NO.	DATE REVISED	AUTHOR	REASON FOR REVISION
2016-12-021	00	N/A	Ethel O. Paderes	Initial Issue

Revision Locator

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1.0 PURPOSE

1.1 The objective of this procedure is to provide standard instruction for the operation Thermo Scientific Waterbath;
1.2 CWD shall implement production and service provision under controlled conditions. Controlled conditions shall Include, as applicable:

a) the availability of documented information that defines:
   1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;
   2) the results to be achieved;
   b) the availability and use of suitable monitoring and measuring resources;
   c) the implantation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;
   d) the use of suitable infrastructure and environment for the operation of processes;
   e) the appointment of competent persons, including any required qualification;
   f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;
   g) the implementation of actions to prevent human error;
   h) the implementation of release, delivery and post-delivery activities.

1.3 To use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.
1.4 To identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.
1.5 To control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.

2.0 SCOPE

2.1 The scope applies to the safe operation of the incubator by the authorized laboratory personnel.

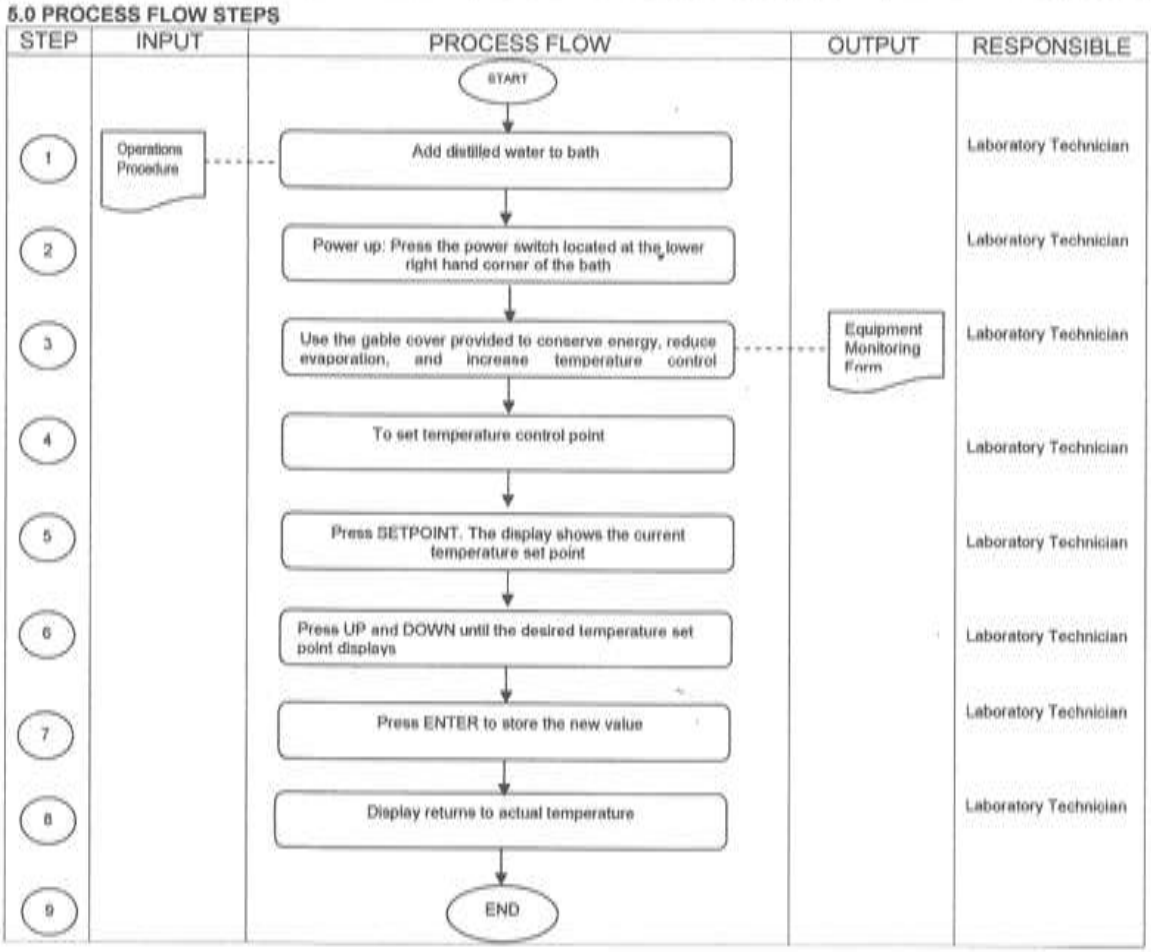
3.0 RESPONSIBILITY

3.1 The Head of Laboratory shall manage the administrative and technical operations of the laboratory.
3.2 The Laboratory Analyst must control and maintain the equipment.

4.0 DEFINITION OF TERMS

4.1 Circulating Water Bath - water is thoroughly circulated throughout the bath resulting in a more uniform temperature.

5.0 PROCESS FLOW STEPS



6.0 PROCESS DETAILS

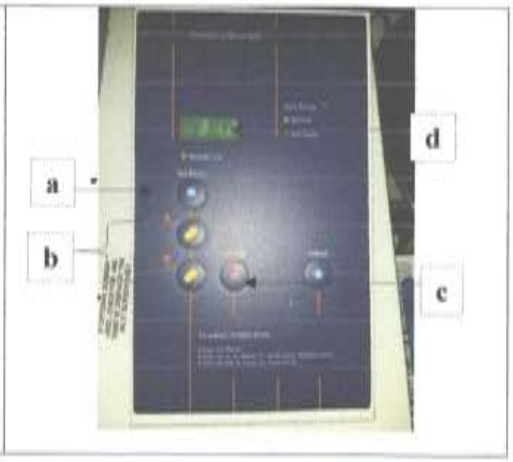
6.1 Operation

Add distilled water to bath • Water Level Requirements Minimum level – 1 ½ inches above the pump outlet	
Power up: Press the power switch located at the lower right hand corner of the bath. The unit is fully operational upon application of power and the display will read actual bath temperature	
Use the gable cover provided to conserve energy, reduce evaporation, and increase temperature control accuracy.	

6.2 To set temperature control point

a. Press SETPOINT. The display shows the current temperature set point.
b. Press UP and DOWN until the desired temperature set point displays.
c. Press ENTER to store the new value.
d. Display returns to actual temperature

*If enter is not pressed, new value will not be set and display will return to actual temperature



6.3 HEALTH AND SAFETY

6.3.1 Personal Protective Equipment (Apron, Goggles and Heat resistant gloves) must be worn when placing and removing samples for incubation.
6.3.2 Care should be exercised when removing the back cover. The cover should be placed upside down when removed to maintain a dry work area.
6.3.3 Do not touch the metal surface of the gable cover when operating at temperatures greater than 60°C.
6.3.4 Avoid spilling harsh chemicals onto the bath, as corrosion of the stainless steel may result.

7.0 RECORDS RETENTION

7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy Master Copy.
7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Master Copy/Original".

8.0 REFERENCE

8.1 ISO 9001:2015 QMS Standard
8.2 Quality Manual
8.3 Thermo Scientific Waterbath Manual

9.0 ATTACHMENTS

9.1 Equipment Monitoring Form

10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

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