CALAMBA WATER DISTRICT

TITLE: OPERATION OF RUEY SHING PHARMAREF

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Form No.

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1.0 PURPOSE

1.1 The objective of this documented information is to provide standard instruction for the operation of Ruey Shing Pharma Ref.

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.

2.0 SCOPE

2.1 The scope applies to the safe operation of the refrigerator by the authorized laboratory personnel.
2.2 The CWD shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.

NOTE: Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.

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 thermostat - is a component which senses the temperature of a systemm so that the system's temperature is maintained near a desired setpoint.

5.0 PROCESS FLOW STEPS

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
		START		
1	Ruey Shing Operations Manual	Place the cabinet in a well-ventilated environment		Laboratory Personnel
2		Place the cabinet at a stable and even location. Adjust it with the adjustment legs		Laboratory Personnel
3		The power is controlled by the RED keystroke		Laboratory Personnel
4		The light inside the cabinet is controlled by GREEN keystroke		Laboratory Personnel
5		The light inside the cabinet is controlled by GREEN keystroke		Laboratory Personnel
6		Set the thermostat to the desired temperature	Equipment Monitoring Form	Laboratory Personnel
7		Clean heat air outlet regularly		Laboratory Personnel
8		Clean interior and exterior of cabinet daily		Laboratory Personnel
		END		

6.0 PROCESS DETAILS

6.1 Before operation

Place the cabinet in a well-ventilated environment	

Place the cabinet at a stable and even location. Adjust it with the adjustment legs For movement: adjust the adjustment legs upward to move the freezer For fixture: adjust the adjustment legs downward to the horizontal and fix	

6.2 Operation

The power is controlled by the RED keystroke	
The light inside the cabinet is controlled by GREEN keystroke	
The light inside the cabinet is controlled by GREEN keystroke	
Set the thermostat to the desired temperature	
Monitor the temperature by checking the digital display	

6.3 Cleaning

Clean heat air outlet regularly	
Clean interior and exterior of cabinet daily	

6.4 HEALTH AND SAFETY

6.4.1 Plug the power cord in the dedicated single socket outlet.
6.4.2 Pulling out the plug at short intervals would cause broken fuse and the circuit breaker off.
6.4.3 Do not put inflammables inside the cabinet

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 Ruey Shing PharmaRef Operation 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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8	Laboratory (Quality Control Division)

Note 2: Master Copy is in the custody of the Document Control Center.

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