


CALAMBA WATER DISTRICT					
TITLE: OPERATION OF PRECISION INCUBATOR					
DOCUMENT NO. CWD-OPN-004		REVISION NO. 00		EFFECTIVE DATE: December 28, 2016	
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1.0 PURPOSE

- 1.1 The objective of this procedure is to provide standard instruction for the operation Precision Incubator.
- 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 Incubator - an apparatus used to grow microorganisms under controlled conditions.

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5.0 PROCESS FLOW STEPS

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
1	Precision Incubator Operation Checklist	START		
		Turn on the power switch		Laboratory Personnel
2		Setting the Over – Temperature Thermostat		Laboratory Personnel
3		After the unit, has reached set point, rotate the over – temperature thermostat stem counterclockwise		Laboratory Personnel
4		Then rotate it clockwise approximately 5 degrees past the point at which the lamp is no longer lit.		Laboratory Personnel
5		Set point adjustment		Laboratory Personnel
6		Press and hold the "STAR" (*) key and use either the UP or DOWN arrow key to adjust the set point		Laboratory Personnel
7		Allow at least 30 minutes for the chamber temperature to stabilize	Equipment Monitoring Form	Laboratory Personnel
8		Clean spills immediately. Use only mild detergent and water with a soft cloth for cleaning		Laboratory Personnel
		END		

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6.0 PROCESS DETAILS

6.1 Start Up

6.1.1 Turn on the power switch. This two position rocker switch controls power to entire unit. The switch is lit when the power is ON

6.1.2 Setting the Over – Temperature Thermostat

6.2 After the unit has reached set point, rotate the over – temperature thermostat stem counterclockwise until the over – temperature status lamp is lit.

6.2.1 Then rotate it clockwise approximately 5 degrees past the point at which the lamp is no longer lit.

6.3 Set point adjustment

6.3.1 Press and hold the "STAR" (*) key and use either the UP or DOWN arrow key to adjust the set point to the desired temperature

6.3.2. Allow at least 30 minutes for the chamber temperature to stabilize

6.4 Cleaning

6.4.1 Clean spills immediately. Use only mild detergent and water with a soft cloth for cleaning

6.7 HEALTH AND SAFETY

6.7.1 Do not use in the presence of flammable or combustible materials or explosive gases

6.7.2 Do not heat any substance above a temperature that will cause it to emit toxic fumes

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".

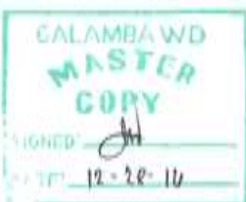
8.0 REFERENCE

8.1 ISO 9001:2015 QMS Standard

8.2 Precision Incubators Operation Manual

9.0 ATTACHMENTS

9.1 Equipment Monitoring Form

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10.0 DISTRIBUTION LIST

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