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INSTRUMENT STANDARD OPERATING PROCEDURE MANUAL

College of Medicine



SAFETY AND LABORATORY COOMMITTEE, C.O.M, K.F.U.

Prepared by

Document Number	Name	Signature	Date
CM 001 CM/BCH-023	High speed centrifuge with cooling		
Revision Number	Approved by		
R0 Write the revision number	Dean: Department:		

Document History

Document Section	Details of Amendments	Date	Modified by (Initials)
SOP	First Draft on SOP for the operation of (High speed centrifuge with cooling)		

1. OBJECTIVE

- ☐ The document describes the operation of (**High speed centrifuge with cooling**)

2. SCOPE

- ☐ It is a device used to separate some components from each other at specific speeds and temperatures, and this is something that the analysis and measurements made on a specific component need..

3. RESPONSIBILITIES

- ☐ It is the responsibility of designated personnel in the lab to train staff and students on this procedure and to ensure adherence to this procedure under supervision.
- ☐ It is the responsibility of designated personnel (staff or Student) to follow the instructions of this procedure under supervision.

4. REFERENCES

- ☐ We do not have an Operating Manual.

5. DEFINITIONS

- ☐ Mention the full form of any abbreviations used.
- ☐ Mention the standard definition of any term used.

6. SAFETY PRECAUTIONS

- ☐ Mention the safety precautions to be taken while carrying out any work.

7. PROCEDURE FOR OPERATING (High speed centrifuge with cooling)

7.1. Turning on the instrument:

- ☐ Xx
- ☐ Xx

7.2. Software Operation.

7.3. Steps of the Procedure

Steps of working with a centrifuge

The first step:

- 1- Connect the device to the appropriate power source
- 2- Press the start button

The second step :

First of all, we have the interface of the device through which we program the device to the required function

Look at the arrows under the small screen ...

- 1- Click on the arrow facing left, through which you switch between settings (time, rotation speed, degree of cooling if it is cool, ...).
- 2- The up and down arrows to increase or decrease in the same settings.
- 3- Complete the programming until the (prog) button lights up, click on it and that programming will be approved.

The third step:

- 1- Open the device cover and you will see special places to put the tubes in which the solution or liquid whose components are to be separated.
- 2- Place the tubes opposite, and therefore the number of tubes must be equal in pairs.
- 3- The tubes must be of similar weight so as not to cause a defect when rotating
- 4- Close the cover tightly.
- 5- Click the start button with the program that you have chosen or configured and wait for the process to end.
- 6- After finishing, open the cap and remove the tubes carefully so that the ingredient does not mix
- 7- Close the cover, and then turn off the device from the main operation button

- ☐ Xx
- ☐ Xx
- ☐

7.4. Turning off the Instrument

- ☐ Xx
- ☐ Xx
- ☐

7.5. Warning

Write any the warning in BOLD and RED FONT.

Safety and Laboratory Committee, COM, KFU