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INSTRUMENT STANDARD OPERATING PROCEDURE MANUAL

College of Medicine



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

Prepared by

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Document History

Document Section	Details of Amendments	Date	Modified by (Initials)
SOP	First Draft on SOP for the operation of Apx -200 Series Analytical and Precision Balances	22.4.2021	

1. OBJECTIVE

- ☐ The document describes the operation of Apx -200 Series Analytical and Precision Balances.
- ☐ Offer precision weighing capacities from 60-6000 grams.
- ☐ Automatically counting the number of parts each have the same weight (10,20,50,or 100 pieces is a reference sample quantity.
- ☐ Versatile features allow to weighing in percentage in proportionate to a reference weight

2. SCOPE

3. RESPONSIBILITIES

- ☐ It is the responsibility of designated personnel in Research 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.
- ☐ Routine in R & D laboratories of the pharmaceutical and biotechnical industry.

4. REFERENCES

- ☐ Apx -200 Series Analytical and Precision Balances operating instructions manual.

5. DEFINITIONS

- ☐ Cover pan.
- ☐ Pan support
- ☐ Weighing pan Floor pan
- ☐ Max weighing capacity 200g, readability 0.1 mg ,linearity ± 0.2 mg,
- ☐ Weighing pan dimension 76mm
- ☐ Draft Shield disk.
- ☐ Leveling bubble.
- ☐ Leveling foot.
- ☐ AC adapter connection.
- ☐ RS-232C interface
- ☐ 2 Anti - theft locking device attaching lug.
- ☐ Control display (power on/off, print/menu key \arrow key and zero key.).

6. SAFETY PRECAUTIONS

- ☐ Be sure that the voltage rating printed on the AC adapter is identical to the local voltage.
- ☐ Do not use the balance in a hazardous location
- ☐ Turn off the power completely by disconnecting the AC adapter from the balance.
- ☐ Do not contact the AC adapter with liquid.
- ☐ Do not open the balance housing (No user serviceable parts).
- ☐ Never Lift balance and transport the balance by the draft it cause damage to internal mechanisms (only from its base).

7. PROCEDURE FOR OPERATING THE Apx -200 Series Analytical and Precision Balances

7.1. Turning on the instrument:

- ☐ Switch on the instrument (mains switch on)
- ☐ Allow the balance to warm up. To room temperature (minimum of 30 minutes).

7.2. Software Operation.

7.3. Steps of the Procedure

- ☐ Place a container on the weighing pan (to register the weight of the container).
- ☐ Press the Zero key.
- ☐ Control Display shows (zeroed the balance).
- ☐ Balance read out 0.0000 grams after successful taring.
- ☐ When the readout is stable the balance display the unit of measurement using abbreviations:
- ☐ g :grams , GN:grains ,OZ :ounces , ozt:Troy ounces, ct:carats, tl:taels ,dwt:pennyweights, ,ib:pounds,pcs:pieces.
- ☐ Automatic external Adjustment and calibrate the balance when there is no weight, the balance is tared and the internal signal is stable.

7.4. Turning off the Instrument

- ☐ Unload the containers .
- ☐ Turn off the electric main power source.
- ☐ Turn off the power completely by disconnecting the AC adapter from the balance.

7.5. Warning

Write any the warning in BOLD and RED FONT.

Note: Calibration the balacne after disconnect from power, leveled or moved to new location.

Safety and Laboratory Committee, COM, KFU