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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 Laboratory Incubator Model UB 12	23/11/2020	

1. OBJECTIVE

- ☐ The document describes the operation of the **Laboratory Incubator Model UB 12**
- ☐ Heating treatment of samples or materials with operating temperatures of between room temperature + 10 C° and 70C°
- ☐ Maximum tray load lumped 15 kg – Surface 20kg
- ☐ Volume 112 litres
- ☐

2. SCOPE

3. RESPONSIBILITIES

4. REFERENCES

- ☐ **Laboratory Incubator Model UB 12 operating instructions manual.**

5. DEFINITIONS

- ☐ Intel air flow
- ☐ Heating cabinet (stainless steel) –
- ☐ Chamber dimensions W x H x D 469x575x386mm
- ☐ Adjacent surface\object
- ☐ Exhaust air blower
- ☐ Exhaust air flow
- ☐ Draft breaker
- ☐ Switchgear unit
- ☐ Automatic control unit (Temperature control and time switch).
- ☐ Door handle
- ☐ Over temperature protection device.
- ☐ Avoid scouring and scratching.

6. SAFETY PRECAUTIONS

- ☐ Use a mild soap solution(water and mild detergent)for cleaning.

- ☐ Remove any dust or dirt from the inner chamber.
- ☐ Avoid scoring and scratching, or damage to labels and paintwork.

7. PROCEDURE FOR OPERATING Laboratory Incubator Model UB 12

- ☐ Switch on the instrument (mains switch on).

7.1. Software Operation.

7.2. Steps of the Procedure

- ☐ Switch start up /On
- ☐ Select control unit status function.(heating).
- ☐ Setting the operating temperature (+ 10 C° to 70 C°)
- ☐ Adjust the overtemperature protection device.
- ☐ Setting the switching time (between 1 minute and 99 hours (10 hours)

7.3. Turning off the Instrument

- ☐ Remove the samples from the chamber.
- ☐ Allow the heating unit to cool down to room temperature.
- ☐ Switch the unit off and disconnect the mains.
- ☐ Clean the inside chamber.



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