

Attachment 12

Analytical Equipment Calibration Standard Operating Procedure

PRE PM

Standard Check Pre-PM reference: –Stdchk-

Result:

Performed By: Date:

Reviewed By: Date:

Comments:

PM Performed By: Date:

PM Reviewed By: Date:

POST PM

Calibration Post-PM reference: –Cal-

Result:

Standard Check Post-PM reference: –Stdchk-

Result:

Precision Check reference: –Precision Check-

Result:

Performed By: Date:

Reviewed By: Date:

Comments:

Checklist for Annual PM for xyz System

Serial Number of Instrument:

Chemistry Lab Id No:

Task to Be Performed	Yes	No
1. Replace Plunger and Face seals	<input type="checkbox"/>	<input type="checkbox"/>
2. Replace the seal wash assembly seals	<input type="checkbox"/>	<input type="checkbox"/>
3. Replace the Plungers	<input type="checkbox"/>	<input type="checkbox"/>
4. Replace the inlet check valves cartridges	<input type="checkbox"/>	<input type="checkbox"/>
5. Replace the Reservoir Filters	<input type="checkbox"/>	<input type="checkbox"/>
6. Replace the in – line filter inserts	<input type="checkbox"/>	<input type="checkbox"/>
7. Replace the sparge diffuser filters (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform a static leak test to ensure that the solvent delivery system is operating properly Pass <input type="checkbox"/> Fail <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Press the Diag. screen key in the main screen, then record the total eluent delivered value displayed in the diagnostics screen.: <input type="text"/> Litres.	<input type="checkbox"/>	<input type="checkbox"/>
10. Replace the Syringe.	<input type="checkbox"/>	<input type="checkbox"/>
11. Replace the needle and the seal pack seals	<input type="checkbox"/>	<input type="checkbox"/>
12. Perform a purge and compression check to ensure that all fittings are tight. <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Adjust the seal pack to optimise the needle port position.	<input type="checkbox"/>	<input type="checkbox"/>
14. Enter the seal pack data values below: Seal Pack Data displayed value Top <input type="text"/> Bottom <input type="text"/> Width <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Press the diag. screen key in the main screen, the record the injection count displayed in the diagnostic screen. Number of injections: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. PM Label attached to HPLC.	<input type="checkbox"/>	<input type="checkbox"/>

(Note: Not all procedures apply to instruments, check N/A if the procedure does not apply)

Comments:

Checklist for annual PM for xyz Absorbance detector

Note: Annual Preventative maintenance is not required for the abc refractive index detector. All sections below can be marked N/A for this detector

Serial Number of Instrument:

Chemistry Lab Id No:

Task to Be Performed	Yes	No
1. Replace the Lamp	<input type="checkbox"/>	<input type="checkbox"/>
2. Replace the Battery	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect the Fan	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect the flow Cell	<input type="checkbox"/>	<input type="checkbox"/>
5. Perform the diagnostic test: Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PM Label attached to detector.	<input type="checkbox"/>	<input type="checkbox"/>

(Note: Not all procedures apply to instruments. Check N/A if the procedure does not apply)

Comments:

PM Performed By: Date:

PM Reviewed By: Date:

PRECISION CHECK

Date:

Method Reference: Method.

Calibration Reference:

Standard Check reference:

Precision Check reference: - Precision Check-

	Peak Area
Injection 1	<input type="text"/>
Injection 2	<input type="text"/>
Injection 3	<input type="text"/>
Injection 4	<input type="text"/>
Injection 5	<input type="text"/>
Injection 6	<input type="text"/>
Average	<input type="text"/>
Standard Deviation (SD)	<input type="text"/>
% Relative Standard Deviation (%RSD)	<input type="text"/>
Specification	<input type="text"/>
Result	<input type="text"/> Pass / Fail

Performed By: Date:

Reviewed By: Date: