Daily checks: balance, room and instruments

The checks made before the first measurement of a day: the balance and its check weight, the room, the pipettes, the storage units, the hood, and each instrument's daily check.

Not yet approved
No approval of this revision is on file. This form is a controlled record once approved; until then it is the proposed layout of the bench record its procedure names.

Worksheet	
Number	WS-02
Revision	1, first issue
Governs	SOP-09 Equipment, calibration and maintenance, revision 1
Status	Not yet approved
Effective	Not yet in effect; takes effect when approved
Applies to	Every day a measurement is made
Supersedes	Nothing; first issue
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1 Header

Accessions or set ids worked on this day

Instruments and balances in use

Analyst (the "Working as" name)

Date of the work (UTC)

Reviewer: line-by-line check (initials, date)

Attached to the set as (caption "WS-02 page p")

2 How this form is used

- This worksheet is the original record of every value measured away from the backend. It is filled in ink at the moment of measurement; each line carries the time of the measurement and the analyst's initials.
- A correction is a single line through the value, the new value, initials, the date and the reason; nothing is overwritten or erased.
- The completed form is photographed or scanned the same day and attached to the set at /photo/<id>/<name> with the caption "WS-02 page p", each file hashed into the set's trail as a "photo" entry; the values are typed into the form from it, and the reviewer checks the typed set against these pages line by line before signing.
- Lines marked "model only" feed a key the backend's form does not yet expose: the value is typed into the section's notes until it does. Lines marked "worksheet only" stay on this paper and in the notes.
- A failed criterion stops the work at that line: the time and what was done are written here, and the event goes to the set the same day as a note, a stop or a deviation (SOP-08).

3 Record

Balance and room, before the first weighing

One sheet per day, started before the first measurement of the day; the instrument lines that do not apply to the day's work are struck through.

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
1	Balance id; readability; minimum weight printed on it qnt.balance.id qnt.balance.readability_mg qnt.balance.minimum_weight_mg kf.balance.id kf.balance.readability_mg kf.balance.minimum_weight_mg	mg, 2 decimals	minimum weight printed on the balance (SOP-06)		
2	Check weight: id, nominal, found, pass, time qnt.balance.check_record kf.balance.check_record	text	check weight near the vial load (SOP-06)		
3	Room temperature and relative humidity worksheet only	°C; % RH, as displayed	room at 18–25 °C and 40–60% relative humidity (SOP-06)		
4	Ionizer on; draft shield closed; balance enclosure running worksheet only	Y / N		Y / N	
5	Pipettes used today: id, volume, calibration or monthly check reference, in date qnt.pipettes[].id qnt.pipettes[].volume_ul qnt.pipettes[].calibration_ref lal.pipettes[].id lal.pipettes[].volume_ul lal.pipettes[].calibration_ref	µL	systematic error at most 0.8% and random at most 0.3%, or 1.0% and 0.5% at 100 µL (SOP-09)		

Storage units and the room's safety fittings

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
6	Refrigerator and freezer ids; temperature (min, max) worksheet only SOP-09 storage record; data.json facility.storage_units once supplied.	°C, as displayed			
7	Fume hood flow monitor reading; alarm clear worksheet only	text	hood's flow monitor (SOP-09)		
8	Eyewash weekly activation (day of the week) worksheet only	Y / N		Y / N	

Instruments, before the first measurement

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
9	HPLC: pump pressure at equilibration; lamp hours; seal-wash level worksheet only	bar; h, as displayed			
10	LC–MS: calibrant lot; calibration time; residual error at the m/z nearest the analyte; resolving power and its m/z ms.method.resolving_power ms.method.resolving_power_at_mz	ppm; FWHM	residual within 2 ppm for a 10 ppm identity criterion (SOP-03)		

Record, continued

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
11	LAL reader: set-point; displayed block temperature; thermometer check date worksheet only	°C, as displayed	37 ± 1 °C in the reader (SOP-04)		
12	KF: anolyte lot and date changed kf.reagent	text			
13	KF: drift readings (three, a minute apart); stable kf.drift_ug_min kf.drift_utc	µg/min, 1 decimal	at most 10 µg/min (oven) or 20 µg/min (open cell); less than 2 µg/min over three consecutive readings a minute apart (SOP-05)		
14	KF: water standard recovery at the start of the day kf.standard_check.certified_ug kf.standard_check.found_ug	%, 1 decimal	recovery 97.5–102.5%		
15	Depyrogenation oven: cycle number; load; temperature and time achieved; indicator result when run worksheet only	text	at 250 °C for at least 30 min (SOP-04)		

4 Completion

Completed by (signature) and time (UTC)

Reviewed line by line by (initials) on (date)

5 Revision history

Revision	Change	Approval
1	First issue.	Not yet approved

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Current revisions

End of document