

Dissolution housekeeping - monthly task sheet

Cross-platform USP Apparatus 1 and 2 record for care between qualification events

Month / year	Laboratory / site	Instrument ID				Location				Owner		SOP / reference			
DAILY CHECK															
Vessels, baskets / paddles and shafts visually acceptable															
Medium, temperature and sampling setup confirmed															
Rotation, sound and dosage-form behaviour observed															
After-test cleaning and record completed as applicable															

DAILY CHECK															
Vessels, baskets / paddles and shafts visually acceptable															
Medium, temperature and sampling setup confirmed															
Rotation, sound and dosage-form behaviour observed															
After-test cleaning and record completed as applicable															

WEEKLY CHECKS - complete once each week

Baskets / paddles, vessels and bath condition reviewed

W1

W2

W3

W4

Drive movement, sampling probes, tubing and filters reviewed

W1

W2

W3

W4

MONTHLY REVIEW

☐ Geometry, temperature, rotation and recurring observations reviewed.

POST-MAINTENANCE / RETURN TO USE

☐ Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference: _____

Dissolution housekeeping - task guidance

What to check, what to notice and when to investigate

Servicing and qualification are important controls - not a year-round condition strategy.

Protect qualified conditions through routine care. Apply current USP, validated method, OEM instructions and SOP.

DAILY

Vessels and attachments

Confirm clean, undamaged vessels; straight shafts; secure, residue-free baskets or paddles.

DAILY

Medium and sampling

Confirm preparation, temperature, deaeration where required, and the correct sampling setup.

WEEKLY

Component condition

Inspect mesh, blades, coatings, vessels, bath, probes, tubing and filters for damage or residue.

WEEKLY

Drive movement

Observe lift, shaft rotation and sampling operation for play, vibration, sound or inconsistency.

MONTHLY

Controlled conditions

Review geometry, temperature and rotation observations using the authorised laboratory procedure.

AFTER TEST

Clean and observe

Record dosage-form behaviour, clean promptly, inspect and restore identified components safely.

SHUTDOWN

Empty, clean, dry and store vessels and attachments without damage, residue or mix-up.

POST-MAINTENANCE

Check reassembly and function; assess qualification impact before authorised return to use.

METHOD CONTROL

Current USP requirements, validated method, OEM manual and laboratory SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• **Temperature mismatch**

Investigate slow equilibration, drift or position differences.

• **Attachment damage**

Check bends, coating damage, blocked mesh or corrosion.

• **Wobble or vibration**

Stop if a shaft or attachment appears eccentric or sounds unusual.

• **Unusual dosage behaviour**

Record sticking, coning, floating or atypical disintegration.

• **Vessel condition**

Assess chips, scratches, residue, movement or poor centring.

• **Sampling inconsistency**

Check bubbles, filters, probe position, timing and withdrawal.

MONTH-END REVIEW

Reviewed by: _____

Date: _____

Outcome / follow-up: _____

USP | Dissolution apparatus qualification