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

	W1	W2	W3	W4
Baskets / paddles, vessels and bath condition reviewed	☐	☐	☐	☐
Drive movement, sampling probes, tubing and filters reviewed	☐	☐	☐	☐

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