



Document Number: SASoM/EQUIP/005.v2

Title: Use and Maintenance of the Hulme Martin Bag Sealer

Version: v2

Author: Peter Mullen

Effective from:	01/01/2018
Valid to:	31/12/2022

SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
V2	01/01/18	Update

1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use and maintenance of the Hulme Martin bag sealer in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to routine use and maintenance of the Hulme Martin bag sealer within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the Hulme Martin bag sealer within the SASoM to comply with this SOP.

4.0 Procedure –

Connect to mains electrical supply and switch on using button on the left front of the unit.

Place bag between the jaws of the unit and close the upper jaw.

Press down on the black handle situated on the top right of the upper jaw until both lights on the front left of the unit light up.



Equipment Operation Procedure

Keep pressure until both lights go out, then open the upper jaw and remove the bag from the sealing unit.

Setting the temperature and speed of cooling -

Turn the adjusting screws situated to the left front of the unit 1 = lowest setting and 12 = highest (usually this is left at 6 or 8).

Switching off -

Open the jaws, remove bag, switch off using button on the left front of the unit and disconnect from the mains supply.

5.0 Personnel protection -

Howie coat must be worn at all times.

Gloves as specified in the appropriate COSHH RA.

6.0 Spillages -

Always clean up any spills immediately after use.

Only you know what you have spilt and are aware of that chemicals hazard.

Mop up spills with paper towels. Wash the site of spillage with water & detergent.

7.0 General maintenance -

Clean surfaces of the apparatus with soft cloth and mild detergent.

8.0 Training -

All users have to be trained before using the Instrument by a designated person.

9.0 Related documents –

9.1 Equipment manual

9.2 Equipment Maintenance Information sheet

9.3 Risk assessments – RA/GEN/018



10.0 Approval and sign off –

Author:

Name: Peter Mullen

Position: Research Fellow

Signature: Date:

Management Approval:

Name: Mary Wilson

Position: Laboratory Manager

Signature: Date:

QA release by:

Name: Alex MacLellan

Position: QA Manager

Signature: Date:

Control