



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Operation of Sampling Thief	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for cleaning and operation of Sampling Thief.

### 2.0 SCOPE:

This procedure is applicable to the cleaning and operation of Sampling Thief used for collection of samples in production area.

### 3.0 RESPONSIBILITY:

Officers/Executive - Production

Officers/Executive – QA

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

#### 5.1 Cleaning:

- 5.1.1 Remove the sampling rod from sampling barrel and dismantle the cavity (Die's) from sampling rod.
- 5.1.2 Clean the sampling rod, cavity and its barrel with purified water by scrubbing with lint free cloth and nylon brush.
- 5.1.3 Rinse the sampling thief and dies with sufficient purified water and dry it with dry lint free cloth.
- 5.1.4 Wipe all the parts of the sampling thief and Die's with 70% v/v IPA solution and dry it.
- 5.1.5 Insert the sampling rod into sampling barrel and isolate the Die's.
- 5.1.6 Put the sampling thief in cleaned polythene bag and affix "CLEANED AND READY FOR USE" status label on it and keep it at specified place.
- 5.1.7 Put each Die in separate cleaned polythene bag, and keep them at specified place.

**Note:** If the Sampling thief and Die's are not visually clean after washing with purified water then other suitable cleaning agents can be used such as IPA or teepol.



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### 5.2 Operation:

- 5.2.1 Ensure that the sampling thief is cleaned and ready for use and select the Dies as per requirement of sampling.
- 5.2.2 Take sampling thief into sampling site.
- 5.2.3 Remove the sampling thief from polythene bag.
- 5.2.4 Assemble the sampling rod with the required dies and Ensure that sampling thief is closed.
- 5.2.5 Hold the sampling barrel in one hand and sampling rod in other hand.
- 5.2.6 Insert the sampling thief to particular location, from where the sampling to be done.
- 5.2.7 Rotate the sampling rod anticlockwise to open the slit window and allow the samples to be collected in cavity.
- 5.2.8 Rotate the sampling rod clockwise to close the slit window.
- 5.2.9 Take out the sampling thief from samples.
- 5.2.10 Collect the samples into butter paper by opening the sampling thief and collect the samples in vials.
- 5.2.11 Collect the samples from other location in same way.
- 5.2.12 After completion of sampling, transfer the sampling thief into doubled polybag and transfer into washing area.

### 6.0 ABBREVIATION(S):

- IPA : Iso Propyl Alcohol
- Q.A. : Quality Assurance

### 7.0 REFERENCE(S):

NA

### 8.0 ANNEXURE(S):

Nil



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### 9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION