



# DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Codification of Water User and Sampling Point	<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 Codification of Water Sampling/User Points.

### 2.0 SCOPE:

This SOP is applicable for Codification of Water Sampling/User Points at.....

### 3.0 RESPONSIBILITY:

QA (Officer/ Executive): Preparation, Review, Distribution, Revision, Retrieval and Destruction of this SOP.

### 4.0 ACCOUNTABILITY:

**Head QA:** Approval, Ensure Training and Implementation of this SOP.

### 5.0 DEFINITION:

Not Applicable

### 6.0 PROCEDURE:

#### 6.1 CODING OF RAW WATER SAMPLING /USER POINTS:

Following procedure shall be followed for Codification of Raw Water Sampling/User Points

Each Sampling Point shall be numbered as RW/XX-YY

Where,

RW: Indicates Raw Water

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

–: Indicates Separator

YY: Indicates Serial Number of Sampling/User Point (Serial Number shall be started from 01)



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### 6.2 CODING OF PURIFIED WATER SAMPLING/USER POINTS

Following Procedure shall be followed for Codification of Purified Water Sampling/User Points.

Each Sampling Point shall be numbered as PW/XX – YY

Where,

PW: Indicates Purified Water

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

–: Indicates Separator

YY: Indicates Serial Number of Sampling/User Point (Serial Number shall be started from 01).

### 6.3 CODING OF POTABLE WATER SAMPLING/USER POINTS:

Following procedure shall be followed for Codification of Potable Water Sampling/User Points

Each Sampling Point shall be numbered as PT/XX-YY

Where,

PT: Indicates Potable Water.

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

–: Indicates Separator

YY: Indicates Serial Number of Sampling / User Point (Serial Number shall be started from 01).

List of Sampling / User Points of Water for injection/Purified Water / Raw Water / Potable Water/

Processing Potable water shall be prepared in format as shown in Annexure-I.

Each Sampling Point Shall be labeled as per status label shown in Annexure-II with respect to Sampling and Location.

### 6.4 CODING OF PROCESS POTABLE WATER SAMPLING / USER POINTS:

Following procedure shall be followed for Codification of Potable Water Sampling Points

Each Sampling Point shall be numbered as PPW/XX-YY

Where,



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PPW: Indicates Processing Potable Water.

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

–: Indicates Separator

YY: Indicates Serial Number of Sampling / User Point (Serial Number shall be started from 01).

List of Sampling / User Points of Water for injection/Purified Water / Raw Water / Potable Water/

Processing Potable water shall be prepared in format as shown in Annexure-I.

Each Sampling Point Shall be labeled as per status label shown in Annexure-II with respect to Sampling and Location.

### 6.5 CODING OF WATER FOR INJECTION SAMPLING / USER POINTS:

WFI/XX/YY

WFI: Indicates Water For Injection.

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

–: Indicates Separator

YY: Indicates Serial Number of Sampling / User Point (Serial Number shall be started from 01).

List of Sampling / User Points of Water for injection / Purified Water / Raw Water / Potable

Water/Processing Potable water shall be prepared in format as shown in Annexure-I.

Each Sampling Point Shall be labeled as per status label shown in Annexure-II with respect to Sampling and Location.

### 6.6 CODING OF PURE STEAM GENERATOR SAMPLING / USER POINTS:

PSG/XX/YY

PSG: Indicates Pure Steam Generator.

/: Indicates Separator

XX: Indicates (SP – for sampling point and UP – for user point).

/: Indicates Separator



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YY: Indicates Serial Number of Sampling / User Point (Serial Number shall be started from 01).

List of Sampling /User Points of Water for injection /Pure Steam Generation / Purified Water / Raw

Water / Potable Water/Processing Potable water shall be prepared in format as shown in Annexure-I.

Each Sampling Point Shall be labeled as per status label shown in Annexure-II with respect to Sampling and Location.

### 7.0 ABBREVIATIONS:

No. : Number

PW : Purified Water

QA : Quality Assurance

RW : Raw Water

SP : Sampling Point

UP : User Point

WFI : Water for injection

PPW : Processing Potable Water

PSG : Pure Steam Generator

### 8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Sampling/User Point Location of Raw Water / Purified Water/ Portable/Water for Injection/Pure Steam Generation.	
Annexure-II	Status Label for Sampling/User Point	

### 9.0 DISTRIBUTION:

Master Copy Quality Assurance Department.

Controlled Copy No. 01 Quality Assurance Department.

Controlled Copy No. 02 Quality Control Departments.



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### 10.0 REFERENCES:

Not Applicable

### 11.0 CHANGE HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		





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### ANNEXURE-II

#### STATUS LABEL FOR SAMPLING/USER POINT No.

**Status Label for Sampling/User Point**

**Location:**

FORMAT No.: .....