



STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Cleaning and Operation of Sampling Thief	Effective Date:
Supersedes: Nil	Review Date:
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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



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

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9.0 REVISION CARD:

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