



STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Codification of Water User and Sampling Point	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

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



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Where,

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



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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 /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.



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

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Controlled Copy No. 01 Quality Assurance Department.

Controlled Copy No. 02 Quality Control Departments.

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.: