



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation and Cleaning of Sampling Booth (Raw Material)	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Sampling Booth (Raw material).

2.0 SCOPE:

This procedure is applicable to Operation and Cleaning of Sampling Booth (Raw Material).

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department
Head -- Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Operation of sampling booth:

- 5.1.1 Enter into sampling area as per SOP.
- 5.1.2 Check and ensure the cleanliness of R-LAF and sampling area.
- 5.1.3 Switch “ON” mains of the light of this area.
- 5.1.4 Switch “ON” mains of the R-LAF to start the system and lights.
- 5.1.5 Leave it for 15 minutes to attain the required air pressure differential.
- 5.1.6 Ensure that the air pressure differential of magnehelic gauge is between 5 - 15 mm of water and record the observation as per Annexure-I.
- 5.1.7 Monitor the temperature and relative humidity with the calibrated hygrometer of sampling area and record the observation as per Annexure-I.
- 5.1.8 Ensure that the temperature of the sampling booth area is below 25°C and relative humidity 50±5%.



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5.1.9 If the reading is beyond the limit, immediately inform to Maintenance department for taking corrective action.

5.1.10 Start sampling of the materials followed by bringing one container at one time under the sampling booth R-LAF area.

5.1.11 Record the sampling activity log as per Annexure-II

5.1.12 After completion of activity, switch "OFF" the R-LAF.

5.2 Cleaning of sampling booth after sampling:

5.2.1 After completion of sampling, remove the sampling device & material from the R-LAF.

5.2.2 Remove the residue of material from the R-LAF area with wet mop.

5.2.3 Switch off the electric supply from the mains.

5.2.4 Clean the floor, wall, light fixings, surfaces & corners of R-LAF, pallets. table & weighing balance with wet mop.

5.2.5 Sanitize the sampling area with the help of 70% IPA solution at the end of the work.

5.2.6 Record the cleaning activity in cleaning record of R-LAF as per Annexure-II

5.2.7 Put the status label as per Annexure-III.

5.3 Cleaning of R-LAF filter:

Frequency: Weekly cleaning (Engineering)

5.3.1 Switch off the R-LAF from the mains supply. Before "switching off" ensure there is not material or sampling device kept inside.

5.3.2 Dismantle the pre-filters from the R-LAF.

5.3.3 Put the filters in double polybag & close the bag.

5.3.4 Transfer the polybag along with the filters to the filter cleaning area.

5.3.5 Clean the filter as per SOP.

5.3.6 Affix the filters to its original place at R-LAF.

6.0 ABBREVIATION(S):

QCD - Quality Control Department

IPA - Iso Propyl Alcohol



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R-LAF - Reverse Laminar Air Flow
S.S - Stainless Steel
SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure-I : Temperature, humidity and Pressure differential record of Sampling Booth
Annexure-II : Sampling booth activities log
Annexure-III : Status label of sampling booth

9.0 REVISION CARD:

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



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ANNEXURE I

Temperature, Humidity and Air pressure Differential Record of Sampling Booth

Date	Time	Temperature (°C)	Relative Humidity (%)	Air Pressure Differential (mm of water)	Checked by

Limit: Temperature: NMT 25°C, Relative Humidity: 50 ±5% and Air Pressure differential.



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ANNEXURE II

Sampling booth activities log					Identification. No:		
S.No	Date	*Activity	A.R. No/ B.No.	Operation		Done By	Remark
				Started at	Completed at		

*Sampling/ Cleaning/ Maintenance



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ANNEXURE III

Status Label

MATERIAL :

A.R.No. :

STATUS :

SIGN :

DATE :