



Title: Sampling and Testing of Potable Water

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1. PURPOSE:

To lay down a procedure for sampling testing of Potable Water.

2. SCOPE:

This procedure is applicable for sampling and testing of Potable Water in Quality Control department.

3. RESPONSIBILITY:

Officer/Executive-Quality control.

4. ACCOUNTABILITY:

Head - QC Department

5. PROCEDURE:

1.0 Sampling Procedure for Chemical Analysis

- 1.1 Clean and dried Flasks/ Bottle shall be taken for sampling of potable water.
- 1.2 Rinse the flask twice with about 200 ml sample and collect 1000 ml sample of potable water shall be collected for chemical analysis.
- 1.3 Before collecting the source water, flask/bottle shall be rinsed twice with about 200 ml sample and 1000 ml sample of Potable water shall be collected for chemical analysis.

2.0 Sampling Procedure for Microbiological Analysis

2.1 Bottle Preparation

- 2.1.1 The required number of wide mouth bottles having screw caps or conical flasks with cotton plugs shall be taken for sampling of Potable water.
- 2.1.2 The bottles/flasks shall be kept in the autoclave ID and the bottles/flask shall be sterilized by operating the autoclave as per Cycle No.4 (Validated cycle for G & C sterilization).
- 2.1.3 SOP shall be followed for operating the auto sliding double door autoclave.
- 2.1.4 After completion of sterilization cycle, the Door 2 of the autoclave shall be opened from the



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buffer room side and the bottles shall be taken out from the autoclave.

2.1.5 The bottles shall be cooled to Room Temperature. After cooling, the bottles shall be used for sampling.

2.2 Sampling

2.2.1 Label the sample container as follows

Name of sample :
Sampling Location:
Sampling point No:
Date/Time :
Sampled by :

2.2.2 The sampling port of source water sampling point shall be opened and allowed to drain for 2 min.

2.2.3 The bottle/ flask shall be taken near the sampling port and the cap/ cotton plug shall be opened. The Sample (about 200ml) shall be collected and immediately the cap / cotton plug shall be closed tightly.

2.2.4 After sampling the Potable water shall be brought to the laboratory for analysis.

2.2.5 The sample shall be analysed within 1 hour. If the sample is not analysed then the sample shall be stored at 2-8°C and analysed within 8 hours.

3.0 Testing of Potable Water

3.1 The inspection lots generated by SAP system shall be entered in the Water sample inward register as per Annexure –V of SOP. If extra lot has been generated, the lot shall be cancelled and the required sampling point shall be generated by “Manual call” in SAP system.

3.2 Chemical and Microbiological testing shall be done for the Potable water sampled from cartridge filter outlet once in fifteen days as per Potable water specification.

3.3 Results shall be recorded in the potable water Worksheet Annexure – II after complete analysis of potable Water.

3.4 List of Potable Water Sampling point and schedule is as per Annexure I Potable water



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TDS is as per Annexure II and Potable water COA is as per Annexure III.

6.0 ANNEXURE(S):

Annexure I : List of Potable Water Sampling point and schedule.

Annexure II: Potable Water Worksheet.

Annexure III: Certificate of Analysis-Potable Water.

7.0 REFERENCE(S):

In-House.